

**AGA – Phoenix Chapter
Chapter Meeting
Wednesday, September 11, 2019
1:04 p.m. - 2:07 p.m.
Arizona Department of Education - Conference room 311
1535 W Jefferson St, Phoenix, Arizona 85007**

Attendees:

Cindy Ensign	Community Services Committee Chair
Cindy Smith, CGFM	Vice President (by phone 1:04)
Daniella Kunova	Board Member
Gergana Kovatcheva, CGFM	Treasurer (by phone 1:06pm)
Getzamani Aragon	Program & Young Professional Committee
Jordan Dale, CGFM	Webmaster Member
Kim Prendergast, CGFM	Accountability Chair
Mary Adelman, CGFM	Membership Committee Chair
Marvin Mendieta	Young Professionals Committee Chair
Michelle Huckabay, CGFM	President
Paola Matson	Secretary
Robert Harwood	Education Committee Member (by phone 1:04)

Not present:

Anthony St. George	Education Committee Member
Jerry Snyder, CGFM-Retired	Education Committee Member
Kelly Alkhoury	Scholarship Committee Chair
Keith Orr, CGFM	Education Committee Chair

I. President Michelle Huckabay called the meeting to order at 1:04 p.m.

II. Approval of minutes

MOTION: Cindy Ensign made a motion to approve the August 14, 2019 meeting minutes as written, Jordan seconded the motion.

Kim Prendergast abstained from voting as she was not present at the August 14, 2019 meeting. The motion passed unanimously.

III. Review July and August Treasurer Reports, along with email link

<https://agacgfm.org/Chapters/Phoenix-Chapter/Our-Chapter/Our-Chapter/Executive- that Michelle sent to the board>

MOTION: Mary Adelman made a motion to approve the July 2019 and August 2019 Treasurer Reports, Marvin Mendieta seconded the motion and it passed unanimously.

IV. Select three events for students to attend for free

As discussed at previous meetings the board would like to allow students to attend AGA Phoenix chapter meetings without cost. To be eligible for the free registration the student needs to be an AGA student member. Michelle Huckabay stated that we should limit the free registration to specific events. The events the board selected are: Nov 20, 2019; Jan 22, 2019; May 27, 2019.

MOTION: Mary Adelman made a motion to approve marketing meetings for students that have AGA membership for free attendance for the following events: 11/20/2019 - 01/22/2020 - 05/27/2019, Paola Matson seconded the motion and it passed unanimously.

V. Review Survey Results

Michelle Huckabay announced the winners of gift cards from survey respondents as Cal from MCSO and Jeff from City of Scottsdale. The results of the survey are below:

- 1) What was the primary reason to attend?
 - Many said for education, other reasons were for the CGFM certification.
- 2) Rate the Chapter in the following areas, quality of communication, frequency of communications, quality of educational opportunities, frequency of educational opportunities, networking opportunities and the chapter overall.
 - Most responses were high rate of meets expectations.
 - The networking opportunities had a low rate. Michelle Huckabay suggested doing an icebreaker in the beginning of the meeting to allow people to interact.
- 3) What can the chapter do to improve the membership experience and the value provided.
 - Nineteen people were interested in different program lengths other than monthly lunches and full day events,
 - Others said that they want more interaction at meetings.
 - Additional comments include “existing training topics are becoming repetitious and stale.”, ”vary the days/times of meetings.”, “food at monthly meetings is not very good not very healthy.”
- 4) Provide us with your feedback on Chapter monthly meetings.
 - Why people might not attend
 - i. the day, time and location
 - ii. others prefer Sky Song over Downtown.
 - iii. Wednesdays can be a challenge. Would like to see different days, times offered.

Discussed reaching out to survey respondents and asking what days/times work for them better.

- 5) What type of Chapter meeting format do you prefer, shorter events, longer events, live speaker or attend in-person web meeting simulcast and others.
- Twenty-two people preferred live speaker events,
 - Twenty-one people preferred the shorter events,
 - Eighteen people prefer the longer events
- 6) What meeting locations are you able to attend the answers choices were East Valley / Tempe, Scottsdale, Central / Downtown, West Valley, Virtual / remote attendance and suggest a location.
- Twenty-one people prefer East Valley and Scottsdale,
 - Nineteen people prefer Downtown,
 - Six people prefer West Valley, and
 - Sixteen people prefer virtual / remote attendance.
- 7) Would you like the Phoenix Chapter to host free social events for its members.
- Most do not have any opinion.
- 8) What type of community service organization would you be interested in helping the Chapter support.
- The following suggestions were given: Childhood / Educational Support Services and Programs. Senior Support Programs / Alzheimer's. Poverty / Homelessness. Animal shelter. Humane Society or other animal welfare org. LGBT / Basic Human Rights. Neighborhood beautification/clean up.
- 9) Would you be interested in volunteering in small groups of Chapter members for community service projects.
- Most people actually prefer during the week after 5PM,
 - Second was Saturdays 8 AM to 12 PM, and
 - Lastly Saturdays 1PM to 5PM.
- 10) Are you interested in obtaining the Certified Government Financial Manager (CGFM) designation.
- Six people said yes
- 11) If you are not interested in obtaining the CGFM designation, what factors keep you from pursuing it.
- The number one reason was I am interested,
 - Other response was too late in my career.
- 12) Are you aware that the Chapter provides CGFM study guides for check-out and reimbursement for the cost of sitting for the CGFM exam to AGA members.
- Fifteen responses said they are aware and fifteen responses said no.
- 13) What reason prevents you from participating on the Board.
- The number one reason was time commitment.

Michelle Huckabay mentioned that for future discussions we can look for ways that people can be included almost like adviser people that we can send emails and ask them what they think, and in this manner, they can have some kind of interactions with the board.

14) This question addressed the Microsoft Excel chapter meeting in May 2020 with Gregory Cleveland.

- These results were shared directly with the education committee and will be shared with the speaker.

15) Provide additional comments, or topic ideas.

- payroll laws;
- trainings balance of technical and nontechnical subjects (leaning toward technical);
- tax.
- I would like to find out how to check out the study materials for the CGFM exams;
- information about how to get reimbursed for the CGFM exams would be great;
- Microsoft Word.

VI. Discuss meet the firms night at ASU

We are registered for Meet the Firms Night at ASU 09/16/19 from 4:00 to 6:30 PM. The board members attending the event are: Michelle Huckabay, Kim Prendergast, Marvin Mendieta, and Cindy Ensign as a back-up. Kim Prendergast will find entry level jobs and print them. Mary Adelman can get the case study information. Michelle Huckabay is making a poster and asked for ideas. Pens have been ordered from national.

VII. Identify candidates interested in elected board positions for February 2020 elections

Board discussed planning for the February elections for President, Vice President, Treasurer and Secretary positions.

VIII. Get updates from various committees

Community Service - Cindy Ensign is working on the community service plan. She asked the board for ideas.

Young Professionals - Marvin Mendieta gave an update on Meet the Firm for the Young Professionals. He has been working with Michelle Huckabay and Louise Burnette from the National Office for a sign to use for the 9/16/19 event. Once the sign is finalized, he will print it for the event.

Getzmany Aragon is working with Dr. Donna L. DeMilia who is president of the Accounting Honor Society at GCU. A presentation has been scheduled for Wednesday, November 6, 2019 from 11:15 am to 12:00 pm at GCU's campus.

Membership – Mary Adelman reported the next NCC meeting will be early November.

Accountability – Kim Prendergast sent the accountability report to Michelle Huckabay for review. She is starting her last year with the AGA National Financial Budget Committee and the next meeting is next week. She is reviewing the Citizen Central Report to be submitted to national.

Website - Jordan Dale has updated the website with the education plan including links. He asked the board members to review the website and if they have suggestions to let him know.

CGFM – Jordan Dale reported there are three people from Maricopa County who have expressed interest in pursuing the CGFM certification. Jordan also is working on making the email format more dynamic

Treasurer - Gergana Kovatcheva said the audit report is complete. Gergana Kovatcheva confirmed the fee to the auditor was approved in the budget so she can pay the auditor. New CGFM books have been purchased.

IX. Review education events for the year, discuss any changes needed

Michelle Huckabay mentioned the chapter has not paid for the audio conferences yet. The first one will be on December 11. We have the contract for Ethics on January 17. Ideas for a speaker for the June 2020 meeting were discussed including payroll, emotional intelligence, and data security.

The board discussed moving the 02/05/2020 and 04/08/2020 meetings. We may lose our deposit with SkySong if the 02/05/2020 meeting date is changed. No changes were made to the education plan schedule.

Cindy Smith is checking on the availability for ASU downtown for the January meeting. She hopes to confirm ASU downtown later this week.

X. Other agenda items

No other agenda items

XI. Adjourn

The meeting was adjourned at 2:07 p.m.

Respectfully submitted,

Paola Matson