

AGA Seattle Chapter Board Meeting

701 5th Ave, Suite 3700 – Seattle WA
Call-In Number: 866-615-0722, Pass Code: 58397656#

11:45 - 1:00 pm
Tuesday, February 27, 2018

Roll Call of Officers

Mary Ann Hardy	President and Professional Development Chair	
Karen Murphy	President-Elect	X
Diane MaKaeli	Past President and Education Chair	X
Sam Lord	Treasurer, Webmaster, and Early Career Chair	X
Karyn Angulo	Secretary and Historian	X
Tim Dobler	Newsletter Editor	X
Tony Eayrs	Membership Chair	X
Gabrielle Sivage	CGFM Chair and Community Service Chair	X
Sandra Starnes	Board Member	
Ken Smith	Board Member	X
John Kurpierz	Board Member	

Chapter President Mary Ann Hardy was unable to attend the meeting, so President-Elect Karen Murphy started the meeting at 11:59 a.m.

President's Report

Karen M. provided an update on behalf of Mary Ann on the following topics:

Position Descriptions. The board had agreed at the June 2017 retreat to prepare position descriptions for the upcoming elections so that the person who succeeds a position has an outline of the hands-on parts of the job. Mary Ann needs the board members to turn in inputs because the elections are in April. We need to vote by the end of April, so the election must be certified by that time. Nominations will start and end in March and then chapter members will vote in April. Diane MaKaeli noted that position descriptions are also on the AGA National website. We could add specific tasks for our chapter if there are things that aren't in the AGA National descriptions. She added that she had nothing to add for the Education Chair description. Karyn Angulo is consolidating the information. Karen M. said she would work with Karyn on this effort.

2018 Board Retreat. The last retreat was held on Saturday, June 10. This year's retreat will be on Saturday, June 23, since the prior Saturday is the day before Father's Day. The board has not yet selected a venue and will make that decision at the March board meeting. Sam Lord said that part of the retreat involves strategic planning, and he wondered if the board wanted to identify agenda items and some strategic goals sooner so that they might help attract potential board candidate interest. Identifying the agenda and some goals soon will help the board do some pre-planning or research before the retreat and then the actual planning at the retreat. However, because of this year's election schedule, the board will consider this suggestion for next year's retreat. Karen said that agenda items for the retreat include identify continuing professional education (CPE) and

board meeting dates, Certified Government Financial Manager (CGFM) study groups, tracking and reporting on accountability, remote access with Zoom, and social media plans.

Emerald Award Venue. Karen said that the Emerald Award presentation will be on May 8 and will last 1-2 hours. We have not yet pinned down the start time. She checked into reserving the Bertha Knight Landes room at City Hall. The cost is \$200 if there are fewer than 100 people, and the staff do the set up and tear down of the room. The chapter would do the catering. There is a requirement that at least one member work for the city, and Gabrielle Sivage meets that requirement. The chapter award recipients this year will not give training but only receive their awards. Karen said that the chapter needs to get a head count and prepare the invitations soon. Board members discussed holding the awards presentation at lunch and providing sandwich trays from Specialty's, with people having the choice of opting in or bringing their own brown bag lunch. Some options discussed were to bill for (1) no loss [incorporate all costs into charges to attendees] or (2) minimal loss, where the chapter would pay for the room and sandwiches, but it would be less expensive overall than holding the event at the Columbia Tower Club. Members then discussed holding some sort of activity during the event, providing CPE to attract more attendees. The members discussed having a panel discussion on lessons learned in implementing Lean Six Sigma at the city, county, and federal levels. Karen said she would talk to Mary Ann about this proposal and then email the board with the committee's decision before anyone contacted potential speakers. The proposal that Karen will discuss with Mary Ann is to start at 11:30 a.m., present the awards at 11:50, and then provide 50 minutes of CPE.

President-Elect Report

The end of the next quarter is March 31, so please turn in points to Karen by Friday, March 23. She will be making adjustments for last quarter (Second Quarter report) in the communications area and Tim Dobler, Newsletter Editor, will help her as needed.

Treasurer Report

Sam said that January was a quiet month. Although it does not show up in the January financials, he stopped the certificate of deposit (CD) and rolled the funds into the savings account. The balance as of January 31, 2018, is \$1,571.69 in checking; \$3,066.44 in savings; and \$4,711 in the CD, for a total of \$9,349.37. Expenses included the lunch meals and speaker's parking. In-flows included \$15 in dues from AGA National, \$60 in lunch revenues, \$1.52 in interest, and \$48.07 in late payments for the August board dinner. A motion to accept the January financials was made, seconded, and passed unanimously.

Secretary Report

Karyn provided the January minutes prior to the meeting. She requested the board members read and comment by Friday so that she could revise them and send them out for a virtual vote. Position descriptions are due to her by Friday, March 9.

Education Discussion

Diane told the board that the scheduled March speaker had a scheduling conflict and would not be able to provide a presentation after all. She offered some options for the board to review: (1) replace the March 13 luncheon with an AGA webinar, such as the one on cyber security that is scheduled for March 28; (2) solicit recommendations from the board on a replacement speaker; and (3) host a facilitated group discussion on a government financial management article, which could be led by Ken Smith and John Kurpierz using Zoom; or

(4) cancel the March meeting. Ken said he was okay with doing the third option using Zoom, as long as he was the moderator and not a presenter. Participants could read the article, and he would have prepared questions but not a full PowerPoint presentation. John agreed to select the article and mail the information on the article to Mary Ann for use in preparing the flyer.

Newsletter Editor Report

Tim said that he just needed the President's message and the luncheon flyer to complete the February issue. He also reported that he had attended a free AGA webinar for newsletter editors a couple of weeks ago, and he briefly covered some key points that were covered. It is important for chapters to use the approved AGA logo and not to "steal" photos. Tim thanked Tony for keeping him in the loop as new members joined the chapter. Tim added that he always welcomes inputs from the board and photos for the mast. He said he would get the newsletter out before the March luncheon, and Karyn confirmed that she will review the draft product.

CGFM Report

Gabrielle said that she expects to resume developing the training plan for CGFM studies and get back in touch with people who had asked about study groups. She will work with Sam and Tim to advertise the groups with public service announcements. She noted that she will be out of the country for 20 days in March and 20 days in April. Gabrielle reiterated the pricing schedule, which the board passed at the December 2017 board meeting. Board members will pay only any incidental costs for the CGFM study courses, whereas non-members will pay \$5 for 1 CPE, \$8 for 1.5 CPE, and \$10 for 2 CPE.

Membership Report

Tony confirmed that he can now access the AGA National website and said that the chapter currently has 70 active members. Of those, 45 have not renewed. He reminded the board members that memberships expire on March 31. He said he would draft a reminder notice for the newsletter and start reaching out to non-renewing members after the deadline but before the end of the grace period.

Community Service Report

Gabrielle reported that Sound Generations had extended the AGA URL on its website into January because some people wanted to donate after December 31. The chapter also did the toy drive in December. Since she was unable to attend the December luncheon, Sam collected and dropped off the toys. She will contact Sound Generations to see what AGA contributed. Gabrielle said she was open to suggestions for ongoing events the chapter might want to do. Karen M. suggested we include community service ideas in the strategic plan discussion at the board retreat. There are a lot of ways to obtain points in the area of community service, such as the annual toy drive, the Sound Generations donations, delivering meals, etc.

Early Career Report

Sam said that he would be participating in a presentation at Seattle Pacific University that evening, along with Mary Ann, Karen M, and 2-3 other speakers from state and federal government. He will participate in a similar event on March 15 at Seattle University. He will

reach out to the University of Washington at the Bothell and Seattle campuses. He has also been in touch with the Beta Alpha Psi chapters locally to plan for next year's events.

Webmaster Report

Sam said that there was nothing to report. They will hopefully receive updates on the AGA hosted websites at the upcoming Sectional Leadership Meeting. He asked how Zoom had worked at the February presentation. John and Sandra Starnes were on the line, and Ken commented that there were problems with the technology, e.g., with the microphone and camera. The speaker should have a podium to use rather than be followed by the laptop camera. They used a phone screen. The technology is good for recurring content but we need more of a studio set-up.

Good of the Chapter – All

- Diane reported that she was dealing with personal issues and would be resigning from the board after today. She will be greatly missed by her fellow board members.
- John said that he had located an article for the March luncheon from the Winter 2017/2018 issue of the Journal of Government Financial Management, entitled "Using Communication to Restore Community." He will mail the article to the board. AGA members have access to the article. The board can email an Acrobat file as long as we are not charging for the session because we cannot make money off the article.

Karen M. adjourned the meeting at 1:01 p.m.