



**Tuesday, February 9, 2021 - 5:30 PM**

**Chapter Executive Committee Meeting**

Virtual Zoom, Tallahassee, Florida

**MINUTES**

**Call to Order** – President Patricia Manning called the meeting to order at 5:34 pm. The following officers and directors were in Virtual “Zoom” attendance:

Chapter Officers:

Patricia Manning, President  
Lisa Wiggins, President-Elect  
Angie Rowe, Secretary  
Antonio Murphy, Treasurer  
Pete Walker, Treasurer-Elect

Board Members:

Patrick Cowen  
Justin Evans  
Sue Graham  
Alexandra Weimorts  
Kim Mills  
Angie Robertson  
Brittnee Clark  
Keith Srinivasan  
Tracie Hodge

Officers and Directors not present:

Melinda Miguel  
Jim Lewandowski  
Pam Ray

**Meeting Called to Order** – President Patricia Manning welcomed the officers and directors to the meeting. Due to the COVID-19 pandemic, a virtual meeting of the CEC was arranged.

**Meeting Quorum** – Angie Rowe indicated a quorum was present.

**Prior Meeting Minutes** – Pat asked if members had a chance to review the January meeting minutes. Angie Robertson noted that a correction should be made about the reference to a Florida PALM update as a possible topic for or the June luncheon. Alexandra made a motion to approve the minutes as edited. Lisa seconded the motion and the minutes were approved unanimously.

## **New Business:**

### Community Service

We received donations for the Homeless Coalition, and we will provide a check to them for \$395, which includes the donations plus the \$300 approved donation from our budget. The American Heart Association payment will be made after the GTE and Pat will send out a notification after the GTE to solicit donations. Alexandra noted that she had received bottle tops and asked about the process to donate them. Pat confirmed the bottle tops should be dropped off at the Ronald McDonald House.

### Membership

Sue mentioned that we have 291 members. We have lost some members and gained new ones, and there are 3 people that have us listed as their secondary chapter. She predicts that once the new report comes out, we most likely will have 286 members.

### Finance

Pat asked if there were any questions about the finance reports. Angie Robertson noted that we are overbudget with the Pro Pay/PayPal fees. We have \$350 budgeted and we've spent over \$1,000 through January. Alexandra asked why we've experienced an increase in these fees. Angie responded that she thinks we typically don't budget well in this category since a review of prior years indicates we have spent roughly \$1,000. We will likely have more expenses in this category as GTE attendees make payments in February. Angie motioned to transfer \$850 from the Caterers - GTE category to the Pro Pay fees category to cover the budget deficit. Patrick seconded the motion and the transfer was approved unanimously. In addition, Patrick said that AGA National is evaluating their credit card fees and planning to negotiate their exchange rate fees with different vendors and he said we may be able to piggy-back on their arrangement, although this won't happen quickly.

### Update of Annual GTE

- Status of Speaker Instructions – Pat will send the instructions to speakers after the CEC meeting.
- Status of Participant Instructions – Lisa is in the process of finishing the “Need to Know Before You Attend” document to be sent to the participants. She plans to send it out after the CEC meeting. There was discussion on information to include in the document such as what to expect with the GTE, how to get to the webcast, and how to use the check-in process.
- Status of Moderator Instructions – Kim mentioned that she held a moderator run-through and it went well. All moderators participated in the meeting. Based on this test run and the questions received, she added some items to the moderator instructions for review by Patrick and Pat. Kim will send out the instructions to moderators once the review and edits are completed. Pat asked that Kim also send the final version to Alexandra for review. Pat noted that we need to let moderators know that we will be having ten-minute breaks periodically (based on the program agenda) and they will need to let participants know accordingly. There was discussion about participants asking questions and Alexandra reminded members that questions can be asked through Conferences i/o. These questions will need to be managed by the moderators and should be addressed in the instructions.
- Registration Status – Pat reported that we have 289 people registered for the GTE.
- Status of App – Pat tested the app and it worked properly for her. Some corrections were made to the speakers and titles. Pat thanked Pete and Patrick for performing the updates. Patrick asked members to text him if we notice any inappropriate comments/questions posted in the app and he can remove it from Conferences i/o. Pat and Patrick will monitor questions also.
- Evaluations and CPE Tracking - Pat noted that attendees will be required to complete the evaluations for each presenter and enter the CPE letters, and the deadline for completing these items will be midnight on Sunday, February 14<sup>th</sup>. It was noted that there will be a manual process to download the Conferences i/o data and reconcile the entries by attendees with the correct CPE letters to issue CPE certificates. Kim will be handling this process and Pat plans to create provide pivot tables to make the process easier. Lisa asked about the evaluation questions and Patrick read the questions we plan to use, noting the Keith

made improvements to these questions. Lisa asked Patrick for last year's GTE evaluation data to compare it to this year's for assessing one of our goals within the ACE awards report.

- Zoom Background – Pat requested that speakers use their AGA background within Zoom. Alexandra emailed the background again to speakers for their convenience.

### **Old Business:**

There wasn't any old business to discuss.

### **No Committee Reports Requested**

- Awards
- Records Management
- Early Careers/Student Membership
- Education
- Website/Newsletter
- CGFM

### **Other Topics**

- Becker notified us that the check they submitted for last year's GTE sponsorship hasn't been cashed yet. Pat informed Antonio and Angie Robertson of this information from Becker and it will be researched. Pat mentioned that Becker has issued payment for this year, along with Williams and Fudge. KPMG is working on sending in their payment and their slides will be shown more since they are paying \$1,000.
- Alexandra acknowledged Melinda Miguel and Kim Mills for getting our Lieutenant Governor to conduct the opening remarks for the GTE. Her remarks will be delivered in a pre-recorded video.
- Lisa gave kudos to all the members involved in the GTE process. She noted her appreciation of the teamwork and hard work in preparing for the virtual GTE.
- Alexandra thanked Pat for her work with FSU to have Turnbull responsible for hosting the technology and presentations, and for negotiating the contract to a reasonable amount.

### **Next CEC Meeting**

The next CEC meeting will be held on 3/9/21 at 5:30 pm via Zoom.

### **Adjournment**

There being no further business before the CEC, the meeting was adjourned at 6:33 pm.

Respectfully submitted,

*Angie Rowe*

Angie Rowe  
Secretary