



**ASSOCIATION OF GOVERNMENT ACCOUNTANTS  
Tallahassee Chapter  
Chapter Executive Committee Meeting  
September 13, 2016  
HSMV, Neil Kirkman Building, Room B-130**

**MINUTES**

**Call to Order** – President Steve Burch called the meeting to order at 5:40 pm. The following officers and directors were in attendance:

Chapter Officers:

Steve Burch, President  
Alexandra Weimorts, President-Elect  
Katie Sanders, Treasurer  
Patrick Cowen, Immediate Past President

Chapter Directors:

Nate Seabrooks  
Sasa Stefanovic  
Kim Mills  
Sue Graham  
La’Vondria Norton  
Ernestine Jackson  
Lemuel Toro  
Jose’ Alfaro, Jr.

Officers and Directors not present:

Jim Lewandowski, Secretary  
Lu’Quanda Colston, Treasurer-Elect  
Melinda Miguel  
Sam McCall  
Michael White  
James Maxwell

**Guest:** There were no guests at the meeting.

**Meeting Quorum** – President Steve Burch welcomed the officers and directors to the meeting. Acting-Secretary Alexandra Weimorts, indicated a quorum was present.

**Prior Meeting Minutes** – Alexandra Weimorts presented the final June 16, 2016, and August 9, 2016, minutes to the members, seeking additional edits. A motion was made and seconded and all were in favor to approve both the June 16, 2016, and August 9, 2016, minutes.

## **New Business**

### GTE (Government Training Event)

Immediate Past President, Patrick Cowen updated members on behalf of Jim Maxwell that 15 speakers have committed to the February 2017 GTE. The topics to be addressed include:

- 1) Auditing contracts
- 2) Auditing shared services
- 3) Cybersecurity, IT risk assessment
- 4) Data analytics
- 5) Florida's Economic Outlook
- 6) Forensic investigations
- 7) Fraud Investigation - Awarding of Improper College Degrees
- 8) Fraud- Forensic accounting
- 9) GAO Green Book and COSO Internal Control Framework: What you Need to Know
- 10) GAO Update
- 11) How Accountants and Auditors Can Help Their Procurement Colleagues
- 12) Leveraging Your ERP System to Enhance Internal Controls
- 13) Managing institutional change
- 14) Soft skills
- 15) Statewide financial statements - How the state creates the CAFR
- 16) Team building
- 17) Threat of hackers and how to keep your network and underlying sensitive information secure.

Each speaker will present his or her topic two times. Additionally, Jim has reserved 15 sleeping rooms at the Marriott next to the event venue for both nights at a rate of \$189 (plus 12.5% add-ons/ taxes). Jim made outreach with Aloft Hotel and they did not cooperate as they required the Chapter to pay for 80% of the room (even if not used). Jim will canvas the Marriott Courtyard hotel if necessary. A CEC member asked how many speakers we actually need. Steve Burch, President, was concerned with the "ERP" presentation and will follow-up with Jim to ensure that the topics are different than the planned PALM presentation scheduled in April 2017.

### GTE (Government Training Event) Exhibitors

CEC board director Jose' Alfaro presented four (4) examples of exhibitor models used that could help offset some of the GTE costs. Members looked at Ohio AGA, Boston AGA, Topeka AGA & Kansas Government Finance Officers Association. Jose' also shared his experience with the Tallahassee Government Technology event. Members discussed whether an exhibitor would be acknowledged by the Chapter for a year or for the GTE event only and concurred that the exhibitor participation would be for the event only. Target audiences for exhibitors would be CPA firms, and IT Security Risk firms. Members discussed charging one rate and piloting the exhibitor concept for this year to determine whether there is enough interest and whether the model is successful. The exhibitor rate was discussed.

### GTE (Government Training Event) “Mobile App”

Patrick Cowen, updated members on the cost and use of a mobile app to be used at the training event. Patrick worked with the National office to see if the option is flexible for Chapter use. Use of the all-inclusive a2z Chapter Mobile Event App is: \$2,000-per event.

- AGA Chapter branded event app
- 1 drawing/creation of interactive floorplan and conference sessions hall. (Edits will incur an additional fee.)
- Social Media Listings for the Chapter to link back to chapter Face Book page, Twitter, LinkedIn, etc.
- a2z will provide up to 3 imports for conference sessions and data (list of attendees, agenda, materials etc.)
- Partnership exhibitors Digital Marketing: a2z will promote exhibitor ads to drive value to event and industry exhibitor.

While discussing the “engage” feature, Patrick informed members that this is a separate fee and is approximately \$3,500 for the engage functionality alone. Members agreed to table the engage functionality for future GTEs. A question was asked as to whether the mobile app provides a survey to the attendees. Patrick shared that the survey is part of the ‘engage” feature and thus is not included with the proposal presented. The CEC wants to ensure that the mobile app introduction and use is something the GTE attendees want in the future. Patrick continued to share that the vendor will need lead time to program. CEC members concluded that the mobile app has more attendee use and different than the badge scanners that were discussed at the August meeting. The badge scanners help with recording attendance and CPE hours and is \$3,200. Currently the Chapter budget has a \$2,400 surplus that could cover the mobile app if the exhibitor option is not included. Steve Burch reminded CEC members that the Chapter has to work towards replenishing and creating surplus. A motion was made and seconded and all were in favor to approve Patrick Cowen, Steve Burch, and Jim Maxwell to move forward on the GTE mobile app considering the average exhibitor participation to help offset this cost.

### Address Changes

Membership Chair Sue Graham asked CEC members if they knew where a couple of AGA members might have changed jobs and not updated their contact information with the AGA Chapter or National.

### **Old Business**

#### Badge/name tag scanner

Patrick Cowen followed-up from the last CEC meeting, providing the vendor proposal from American Tradeshow for \$3,200.00 for consideration. The CEC table vote until we know the direction and number of exhibitors the GTE will have.

### **Committee Reports**

#### Citizen Centric Reporting

Citizen Centric Chair Sasa Stefanovic informed members that his final review is complete and he will send the draft to Chapter officers for review and finalization. Sasa confirmed that upon Officer review, the Tallahassee Chapter should be able to submit the report on or before September 30, 2016.

### Chapter Recognition Program

Alexandra Weimorts asked CEC members to confirm some of the recognition items on the report. Alexandra will make edits and submit it to the Chapter President for review. Alexandra shared that the Chapter will have the report submitted to National by September 30, 2016.

### Community Service

Community Service Chair Ernestine Jackson informed CEC members that the WFSU Pledge drive scheduled in October has been changed. New dates are September 20<sup>th</sup> and 22<sup>nd</sup>, 2016. Steve Burch will work with Jim Lewandowski to send out a notice. Ernestine also shared that she intends to ask for volunteers at our Luncheon. Ernestine will research and see if there is an October community service event in which AGA members can participate and volunteer.

### Education

Steve Burch informed the members that we have confirmed the following Luncheons:

- October luncheon - IT Security
- January luncheon - Conflict Management
- May luncheon - PP3/DOT speaker

Steve shared that we still need speakers for November, March, and June. Alexandra will make outreach to another trainer for a behavioral speaker.

Webinar location is still an issue. The dates and topics have been posted to the Chapter website. Steve asked for input on location. Members will make outreach for a venue. Patrick Cowen will provide SBA contact name.

### Financials

Finance Chair La'Vondria Norton presented and reported that the Chapter's bank statements had been reconciled through August 31, 2016.

### Membership

Sue Graham presented the current member count to be 302 as of 9/13/16. Alexandra Weimorts suggested that new or returning members be included in the newsletter.

### Records Management

Records Management Chair Lemuel Toro informed members that he has been working with Jim Maxwell on the review of Chapter records, determination of the items to keep and the creation of a Chapter retention schedule. Lemuel will provide an update at the next meeting.

### **No Committee Reports Requested**

- Awards
- Bylaws
- CGFM
- Early Careers / Student Membership
- Newsletter
- Nominations
- Website

### **Miscellaneous**

Steve Burch informed members that the Chapter now has a credit card 'swipe/chip" reader, which will be used at luncheons.

### **Next CEC Meeting**

Steve Burch shared that our next Chapter Executive Committee (CEC) meeting is scheduled for Tuesday, October 11, 2016, at the Kirkman Building.

### **Adjournment**

There being no further business before the CEC, the meeting was adjourned at 7:22 pm.

Respectfully submitted,

*Alexandra Weimorts*

Alexandra Weimorts, President Elect  
Acting-Secretary