



**ASSOCIATION OF GOVERNMENT ACCOUNTANTS
Tallahassee Chapter
Chapter Executive Committee Meeting
November 7, 2016
HSMV, Neil Kirkman Building, Room B-130**

MINUTES

Call to Order – President Steve Burch called the meeting to order at 5:36 pm. The following officers and directors were in attendance:

Chapter Officers:

Steve Burch, President
Alexandra Weimorts, President-Elect
Jim Lewandowski, Secretary
Patrick Cowen, Immediate Past President

Chapter Directors:

Nate Seabrooks
James Maxwell
Sam McCall
La’Vondria Norton
Ernestine Jackson
Sasa Stefanovic
Lemuel Toro
Jose Alfaro, Jr.

Officers and Directors not present:

Katie Sanders, Treasurer
Lu’Quanda Colston
Melinda Miguel
Michael White
Kim Mills
Sue Graham

Guest: There were no guests at the meeting.

Meeting Quorum – President Steve Burch welcomed the officers and directors to the meeting. The Secretary, Jim Lewandowski, indicated a quorum was present.

Prior Meeting Minutes – Jim Lewandowski presented the final October 11, 2016 minutes to the members seeking additional edits. A motion was made and seconded and all were in favor to approve.

New Business

GTE

Steve Burch confirmed with the Board that he has signed the contract for the GTE app. Patrick Cowen advised that the contract has been received and the vendor is waiting on remittance of payment, which is in progress. There will soon be an additional meeting to confirm the logo presented on the app as well as a review of functionality. Steve and Patrick informed the Board the app will be available to both iPhone and Android on their app store/play store, respectively. Patrick said he would be coordinating with Jim Maxwell to ensure the GTE app setup was palatable for all uses and expected functionalities. Jim Maxwell shared that even speaker pictures may be available to add to the app with the bio and agenda. The process is moving rapidly and a demo version is expected in one to two weeks time which can then be presented at the next CEC meeting. Content and speaker rating functionality should also be available. Another expected feature includes the ability to select particular speakers and create an individualized event itinerary. Additionally, a week before the event the Chapter will have access to the app information for agenda edits and push notifications for announcements.

Jose Alfaro shared that KPMG is in legal review for the aspect of sponsoring the event and/or app. During that discussion it was realized that the sponsorship may not cover the total cost of the app.

Patrick Cowen, who has been managing Twitter and Facebook feeds to promote Chapter activities, gain followers, and in general, provide a larger online presence for the Chapter.

Gulf Region Conference Call

Alexandra advised the Board that two people from the Montgomery, Alabama chapter have registered to support the activities of the GTE and will receive scholarships covering the registration fees.

Discussion began about how the Tallahassee Chapter markets Tallahassee-area events to other Chapters such as the GTE. Patrick suggested the President or President-elect might consider forwarding event emails to other Chapter Presidents and President-elects. Alexandra also recommended events like the GTE should be advertised in AGA National emails. Jim Maxwell made the suggestion that the Chapter also provide the information to other local chapters of other associations such as GFOA, ISACA, IIA and others.

Webinar/Luncheon Issues

The Board discussed concerns received from members regarding parking and Jim Lewandowski stated he would work to clarify in each event email what the parking arrangements were for each location, in detail, respectively.

Old Business

CGFM Scholarships

Steve Burch opened the floor to discussion on how the CGFM scholarship program would work. The Board provided suggestions of the scholarship covering one and potentially all three exams when completed and passed within the 2016-2017 Chapter year. Reimbursements would be made when appropriate documentation was provided to the Chapter via email or hardcopy. Steve recorded all suggestions and said that he would draft general rules prior to the next CEC meeting and send them out to officers for review.

Treasurer-Elect Vacancy

There are currently two nominees for the position of Treasurer-elect within the CEC. It is expected they will be introduced and voted on at the December CEC meeting.

Committee Reports

Community Reports

Ernestine Jackson reminded the Board that the Ronald McDonald House (RMH) event was coming up soon and there was discussion on whether the Chapter should work to provide a single large meal for the guest of the RMH or hold a drive to stock the pantry. The Board was overwhelmingly in favor of holding a drive to stock the RMH pantry as those items in bulk would create many meals and not just one.

Ernestine also reminded the Board that December is the time for the Elder Elf event, so we should expect to see emails going out soon. In an attempt to be more efficient there prior year emails will be reviewed to create standard add language for ads going forward.

Early Careers

La’Vondria reported that there is planned outreach to Flagler and Keiser by making plans to present the accounting field and the AGA to students. La’Vondria opened discussion on why the student applications require the driver license number of the applicant and if that was a necessary requirement. The Board discussed if the DL was necessary at the time of application or could be verified by sight at a later time so no personal information was retained by the CEC. A motion was made to remove the requirement and it was seconded.

Education

Steve Burch reminded everyone that the upcoming November luncheon would be the last one for 2016.

Finance Committee

La’Vondria Norton presented the accounts reconciled through October with no issues noted by the CEC for review by the CEC in relationship to the upcoming large expenditures related to the GTE.

Membership

Sue Graham was not present and membership was tabled for discussion at the next CEC meeting.

Newsletter

Steve reported that the newsletter was submitted to him by Millicent Burns; however, there is a November 11th deadline to add information such as the CGFM scholarship information.

Records Management

Lemuel Toro asked the CEC if anyone with any hardcopies of paper review it for reaching the general retention schedule of the Chapter. Also, in that review, to report to him what can be shredded and what needed to be on a schedule to scan.

No Committee Reports Requested

- Awards
- Bylaws
- CGFM
- Chapter Recognition Program
- Citizen Centric Reporting
- Nominations
- Website

Next CEC Meeting

Steve Burch shared that our Chapter Executive Committee (CEC) meeting is scheduled for December 13, 2016.

Adjournment

There being no further business before the CEC, the meeting was adjourned at 7:02 pm.

Respectfully submitted,

Jim Lewandowski

Jim Lewandowski
Secretary