



**Tuesday, January 12, 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 5:37 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  
Pam Ray  
Angie Robertson  
Brittnee Clark  
Keith Srinivasan  
Tracie Hodge

Officers and Directors not present:

Melinda Miguel  
Jim Lewandowski

**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** – Pat Manning indicated a quorum was present.

**Prior Meeting Minutes** – Pat asked if members had a chance to review the December meeting minutes. Keith made a motion to approve the minutes with revisions submitted by Lisa, Alexandra and Pat. Pam Ray seconded the motion and the minutes were approved unanimously.

## **New Business:**

### ACE Awards Check-up (Lisa)

Lisa shared that we submitted the first post check to National based on 3 required report updates and she noted that we have accumulated a total of 2,325 points. The maximum points our chapter can obtain is 5,500 under the new award format and our aim is 4,400 points to reach platinum. Lisa reported that we are over halfway there already. She is collecting information from committee chairs to ensure points are calculated properly and comparing this year's numbers with prior year numbers. Pat noted that we had to come up with goals to get the ACE awards and make sure our chapter is covered. Patrick inquired about gaining GTE points and Lisa explained the different tiers under different sections of the report. Lisa indicated that it isn't a direct correlation of how many people attended, but more about growth and doing more than was done last year.

Pat plans to mention our community service event that we have in place now and provide the link to allow participants to contribute. Lisa explained the tiers related to the community service goal and the initial requirement to have at least one community service event concurrent with a chapter event. Alexandra inquired about as to whether we received any points for submitting a nomination for the LT award (for Patrick Cowen) and Lisa confirmed that we received 25 bonus points for the award nomination. Pat asked us to start thinking about the April nomination for PDT and asking the membership to make these nominations to recognize the hard work of our members. Lisa mentioned the networking and social time goal – we met the tier 1 and tier 2 levels. The requirement to reach tier 3 is that we have networking social time with at least half of the CPE opportunities (she wasn't sure if we could meet this goal). It was unclear whether the requirement meant number of hours or actual events. If it is related to hours, the GTE might help us meet this goal. Pat asked Lisa to check with National for confirmation on this requirement.

### Community Service

Pat said we have donated \$500 recently to the Kearney Homeless Shelter and we are in the process of collecting donations for the Big Bend Homeless Coalition (through January 21<sup>st</sup>) and we've collected \$95 so far. Pat is sending out more communication on our community service efforts and to let members be aware of what the chapter is doing, which is feedback we received from the membership survey. For Elder Elf, we took care of our 2 members and we were able to make an additional monetary donation. The members discussed the possibility of considering other charitable organizations next year.

### Membership

Sue mentioned that we haven't had any new members joining lately but those that expired are renewing due to the GTE. Our membership can be between 279 - 289 members, depending on how you classify the members. Pat thanked Sue for reaching out to one of the scholarship recipients from last year, who is willing to moderate one of the GTE sessions and desires to join our chapter's board, although the Tuesday evening meeting conflicts with one of his classes.

### Finance

Pete sent out the finance reports for October, November and December. Pat asked if anyone had any questions or concerns. Alexandra had a question on the December report on whether we need to file a motion for a budget amendment for webinars based on expenses. Pam confirmed that we previously voted to increase the budget in this category. Alexandra motioned to recommend accepting the financials with the edits (pending the update for the webinar budget) and Sue seconded. The motion was approved unanimously.

### Midday Training Calendar Update

Pat indicated that we have speakers scheduled for every month through May. She asked the CEC if we want to conduct a half day training for June prior to finalizing plans for this month. Alexandra shared her thoughts and felt that we've offered a considerable amount of valuable trainings throughout the year and she thought we should pass on the half day training in June. Patrick agreed with Alexandra. Pat said that Becker expressed an interest to present in June and she noted that they will be one of the exhibitors in the GTE.

### Bylaws

Pat asked if everyone had reviewed the bylaws and she inquired about the procedures' manual for the chapter. She referenced our discussion about members or board members attending a certain number of meetings and she thought this requirement might be better addressed in a policies and procedures manual than including it in the bylaws. Patrick said there has been discussion in the past about creating a procedures manual, but the only one that has been created to date is the GTE procedures written by Jim Maxwell. Alexandra noted that although we don't have a comprehensive procedures manual by committee, the chapter has made enhancements to the website (hosted by National), transitioned to using Quicken and we've been able to improve upon some of our processes over the past 3 years. Alexandra thought we should capture these processes and get them codified for the future officers and directors on the CEC. Pat agreed but shared that the bylaws frequently reference the procedures. Alexandra provided some background on this since a few years ago National provided our chapter with a template to assist in updating our bylaws, and this template contained the reference to procedures, which weren't ultimately created. Alexandra thought we should either create procedures or update our bylaws accordingly to remove this reference. Any changes to the bylaws require a vote by the membership and review by the National Bylaws Committee. Pat recommended that we review the bylaws again and note any changes that should be made by the March meeting, and if we want to include policies and procedures. Kim noted that Steve Burch had suggested in the past that we take time to document our procedures related to different functions and store them in the archives, so this may have been an attempt to pull these procedures together. Pat thought that we should follow what is written in the bylaws, but she suggested that we might need to modify our bylaws if they aren't realistic. Kim asked if Justin could send us the AGA standards for what is required to be included in our bylaws. Justin responded that the template that National provided was just a model for us to go by.

### Update of Annual GTE

- **Venue/Hosting Contract** – Pat reminded the CEC that the contract has been signed and the final price ended up being less than the chapter was quoted.
- **Speaker Update** – Alexandra noted that we are in good shape with speakers and she mentioned that she had recently received 3 PowerPoint presentations from speakers. Logistics of who to send presentations to and how the process will work with Turnbull was discussed. Polling questions were brought up and Patrick indicated the Conferences i/o component that we use for CPE tracking has a feature in it where the speakers can include polling questions and when the question comes up, it will be pushed to the app. Once attendees respond to the question it could assist us with attendance tracking. Pat noted that the polling questions have been used in the midday training. Alexandra asked if the polling questions are required from the speakers and Pat responded that the polling questions are optional. Pam thought there should be letters on all the presentations regardless of whether polling questions are used to be consistent and to avoid confusion on what is required to gain CPE credits. The logistics of how the letters would be assigned was discussed by members. Pat indicated she would follow up with National on the process for assigning the CPE letters to the presentations. Pat confirmed that Alexandra should send the presentations for the speakers to the CEC members (both the PowerPoint and the PDF). Patrick inquired about the process we will use to obtain the letters from attendees and Pat suggested that the attendees send them through the app. Lisa noted that National required participants in last year's CGFM to email the letters to a point of contact to obtain CPE credits.
- **Update of Governor as Intro Speaker** – Kim said that Melinda hasn't been able to get an answer as to whether the Governor could provide the keynote address, live or pre-recorded, or whether the Lieutenant Governor could provide the address. Members discussed how long we should wait for this confirmation and who we would want to serve as backup. Dr. Murdock at TCC was mentioned as a possible alternative and multiple CEC members thought that Pat would do an outstanding job providing the introduction. Pat appreciated the recommendation and she agreed to serve as a backup. The members thought we should give a deadline of 5:00 pm on Friday, January 15 for confirmation from the Governor's Office if they plan

to fulfill this role. The presentation would need to be approximately 15 minutes and if pre-recorded, it would need to be provided to the chapter by 5:00 pm on Friday, January 22.

- **Schedule** – Pam confirmed that she sent the final program to Pat for review and the keynote speaker was the only one missing. Kim asked if Pat would be sending out the schedule to the entire membership once it's finalized. Pam mentioned that we usually send out the final program to attendees. Kim noted that she needs a final copy so that she can schedule the moderators and provide them with instructions on how to moderate virtually. She asked CEC members to assist with moderating or helping with instructions if they can.
- **Registration Status** - We currently have 120 registrants for the GTE. Pat said she sent out another GTE registration reminder today.
- **Status of app** – Patrick indicated the app is live and it is in the Google Play Store and in the app store for participants to download. He noted that Keith did an exceptional job getting everything completed. All sessions were loaded along with the speakers, their headshots and bios. The CPE designation is in the app and Keith is loading some of the buzz notifications. The only outstanding item is to provide the engage linkage to take the attendees to Conferences i/o for the polling questions. Patrick asked us to download the app as soon as possible so that we could test it out and notify them of any errors. An error was noted by some members that use iPhones. Patrick and Keith planned to work together to remedy these errors. Personify has asked us for the contact list of attendees to promote the app so that attendees download it prior to the GTE. Patrick confirmed that we should send a list of current registrants now and then an updated registrant list a week prior to the event.
- **Exhibitor Update** – Pat said that we currently have 3 exhibitors donating \$500 (FAMU, Williams & Fudge, Inc., and Becker) and KPMG is donating \$1,000. She asked the members if we want to extend the offer for exhibitors to moderate if we fall short on moderators, even for the ones that donate \$500. There weren't any objections to this plan if moderators are needed. Contact information for participants was requested by one exhibitor and Pat thought we should send it to all exhibitors to show our appreciation for their donations and involvement, and Patrick agreed. Pat asked if anyone objected to sending this contact information and no concerns were noted. Kim reminded members that we are offering exhibitors the option to display their logo in the app and on the webcast and she asked exhibitors to provide this information by Friday for submission to Patrick and Keith. Exhibitors are also provided a link to upload their pamphlet and members discussed options for where to post this information. Patrick confirmed that Keith will send this information to Personify and they will load the exhibitor information in the app. Patrick suggested in the future that we might want to advertise that we will share attendee contact information at the \$1,000 donation level to entice exhibitors to donate more.
- **Zoom Background** – Pat plans to send a professional AGA background for speakers to use during the GTE. She thanked Alexandra for creating the background and many members thought it looked great.

### 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

- Sue mentioned that a member asked if we could post information on our website about the monthly speakers for the current year. Pam indicated she will post this information to the website.
- CPE tracking was discussed and how we handled it last year for the GTE. Patrick confirmed that CPE was tracked through the app last year and he has a PDF that he indicated he can send Sue for her records. Keith will enter the number of CPE hours for each session into Conferences i/o and when the attendees register their attendance for each session, it will automatically track the number of CPE hours. We will also have a verification process to ensure that attendees capture the appropriate CPE letters for each session to receive credit.
- The registration process for the GTE was discussed and how some registrants in the past have registered before the early bird deadline but haven't paid by this deadline. Pat is following up on registrations that fall in this category on an individual basis to remind them to remit payment by January 15. Pat asked members if they are okay with early bird registrations that haven't paid by January 15, but they have a purchase order in place. There were no objections to honoring the early bird pricing for these registrants. Pat mentioned that she is verifying registration payments with Antonio on a regular basis so that she can send out timely reminders to registrants.
- Pat followed up with the technology team at Turnbull and they would like to schedule a dry run with us on January 22. Pat asked who would like to volunteer to participate in this practice session, and a few members expressed an interest to join, such as Kim Mills, Angie Rowe, Pam Ray, Alexandra Weimorts, Lisa Wiggins and Pat Manning. Turnbull will send more information tomorrow with the meeting details and Zoom link, and then a practice run with speakers will be scheduled on February 4 and 5.
- Kim inquired as to whether we have any networking and social plans for the GTE. Pat would like to find a motivational speaker or some type of entertainment toward the end of the day on Thursday for possibly 30 to 45 minutes. She asked members to share any ideas via email to all CEC members. Lisa had previously mentioned that networking efforts could help us gain points with the ACE awards.
- Pat asked when we should ask for chapter award nominations from the membership and Kim thought that we should start this process in March since they are due by May.
- Pat noted that the PDT notification should be published no later than February due to the April deadline and scholarships should be sent out soon as well. She mentioned that she will personally reach out to the chairs of departments at universities so that we can get as many scholarship applicants as possible.
- Moderators were further discussed, and Kim mentioned that as she receives volunteers to moderate, she will first confirm that they have registered for the GTE. She asked Pat to clarify in the next communication to members about the GTE that moderators are required to be registered. Pat reminded us of our goal to sponsor students and that we could accomplish this with the GTE to meet one of the challenges the National President set for our chapter. One of the students was willing to moderate and she thought this would be an excellent opportunity to think about sponsoring students in up to 7 events to try to meet our goal. Members agreed and thought this was a great idea. Lisa asked if we were seeking to target students within certain majors and Pat responded that the National President would like for us to reach out to not just students, but young professionals as well. Members thought this was fine. Patrick responded to Lisa's question as he thought we should aim for students pursuing a degree in any field that the AGA encompasses such as accounting, finance, business or information technology, but he thought it was fine to also pursue sponsorship of young professionals.
- Lisa reminded members of our 3 nomination deadlines for this spring. We have the nominations for chapter awards that Kim previously mentioned, which are due in May for the June luncheon. The second is the nomination for the PDT and it is due April 1. The third nomination type is for our officers

and we are supposed to submit names by April 1 for the nominees (according to our bylaws) and June 15 is the date that National prefers to have the nominated officers. Pat thought we could combine the nomination requests in one communication to our membership to meet these deadlines.

- Pat asked Lisa to reach out to National for clarification on the CPE opportunities and she agreed to handle this. Lisa will also follow up with National on whether the young professional that will be added to the CEC needs to serve for the entire program year (July 1 – June 30) in order for us to receive the 200 extra points, or if we can obtain these points if this person is added at some point throughout the year. She will also inquire with National regarding the membership category and whether there will be any allowances granted this year with membership decline that our chapter and other chapters are experiencing. This category is worth 500 points.

### **Next CEC Meeting**

The next CEC meeting will be held on 2/9/21 at 5:30 pm via Zoom.

### **Adjournment**

There being no further business before the CEC, the meeting was adjourned at 8:13 pm.

Respectfully submitted,

*Angie Rowe*

Angie Rowe  
Secretary