



Tuesday, May 11, 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 5:42 pm. The following officers and directors were in Virtual “Zoom” attendance:

Chapter Officers:

Patricia Manning, President
Lisa Wiggins, President-Elect
Pete Walker, Treasurer-Elect

Board Members:

Justin Evans
Alexandra Weimorts
Kim Mills
Angie Robertson
Keith Srinivasan
Sue Graham
Patrick Cowen
Wicliff Fleurizard

Officers and Directors not present:

Antonio Murphy, Treasurer
Angie Rowe, Secretary
Pam Ray
Brittnee Clark
Melinda Miguel
Jim Lewandowski
Tracie Hodge

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 – Alexandra Weimorts indicated a quorum was present.

Prior Meeting Minutes – Pat asked if members had a chance to review the April meeting minutes, and members indicated they reviewed them. No corrections were noted, and Alexandra Weimorts made a motion to approve the minutes as presented. Patrick Cowen seconded the motion and the minutes were approved unanimously.

New Business:

New Member Introduction

Pat introduced Wicliff Fleurizard and she recommended that he join the board to provide representation for students and young professionals. Wicliff shared that he is a first year MBA student at FAMU and he is working as an intern at Apple. Patrick made a motion for Wicliff to serve as a board member for our chapter and Lisa seconded the motion. All members approved unanimously. Wicliff shared his excitement to join the board and thanked everyone for the excellent opportunity to serve. Pat asked if Wycliff could participate on the Early Careers and Student Membership Committee with Brittnee and he agreed to serve in this role.

Community Service

Pat noted that we have contributed to 7 charitable organizations and we will soon exceed this goal by contributing to another organization.

Budget Amendment

Pat proposed a budget amendment to move \$300 from GTE Caterers to Community Service to assist another community service organization. She asked if we could make a donation to Ladies Learning to Lead (L3) non-profit organization. Their organization's focus is to prepare middle school and high school girls for college, life and leadership, which includes teaching them about finances. Alexandra and Pat researched their mission and goals from the organization's website. There was discussion about whether we need to solely contribute to finance and accounting organizations. A few board members noted that AGA National allows and encourages chapters to contribute to a wide variety of non-profit organizations and charities and these don't have to be finance centric. Keith noted that he doesn't agree with issuing a budget amendment since he thinks that budget amendments should be issued for unforeseen events. Alexandra explained that we aren't asking for additional program expenses but realigning as a budget transfer. Patrick liked Keith's idea of focusing on accounting and budgeting type organizations for next year that we could support. Sue made a motion to move the \$300 from GTE Caterers to Community Service and donate this amount to L3, Alexandra seconded the motion, one opposed and the motion carried.

Membership

Sue provided a membership update. She shared that we currently have 307 members, including 4 new members. Also, there are 39 showing as not renewed. Pat was thrilled that we exceeded our goal of 300 members.

Board Committee Assignments for 2021-2022

Pat spoke with all current board members to find out if they are willing to serve next year. Following are updates on board members and officers:

- Kim Mills will need to step down from the board due to other commitments. Pat asked Alexandra if she could fill Kim's role as chair for the Awards Committee and Alexandra agreed to serve in this capacity.
- Jim Lewandowski won't be able to continue on the board. Patrick noted that he can lead the Citizen Centric report next year and Justin volunteered to assist him.
- Antonio would like to remain on the board, but he was originally planning to serve as Treasurer-Elect since we didn't have another person to fill this position; however, Keith is now interested in being the Treasurer-Elect for next year.
- Brittnee has agreed to shadow Sue this upcoming chapter year with plans to assume the chair position for the Memberships Committee the following year.
- Melinda has agreed to stay on the board and she expressed an interest to work with Justin to update the bylaws.
- Tracie is moving into the President-Elect position.
- Pam will serve as Secretary.
- Wicliff will work on the Early Careers and Student Membership Committee with Brittnee.

- Pat will serve as President.

Alexandra asked if there were responses from the AGA chapter announcement sent out to inquire about whether anyone wanted to serve on the board and Lisa responded that we didn't receive any responses. Lisa sent out 2 reminders after the initial announcement. Pat mentioned that participation was discussed in the recent LEAD conference. A survey was sent out and one of the questions asked members why they don't participate in board service and the survey results indicated that more than 30% of people want to be personally approached and asked to serve.

Finance

Pat asked if there were any questions from the financial reports that were sent out. Alexandra asked about the \$240 line item deficit within the Memberships category. Pat noted that we don't separate out the receipts from the expenses in a couple of categories, and Pete indicated that Antonio is looking into how some vouchers are booked. Pat said that the netting of the vouchers causes some confusion and we need to work toward separating those out in the future. There was discussion on when to initiate a budget transfer and members understood that only one of the line items was negative, not the overall memberships category. Alexandra mentioned that there is a requirement for budget transfers to go before the board for vote if they equal 10% or more. Justin reviewed this requirement in our bylaws, and he clarified that budget categories can't exceed 10% of the budget without prior approval from the board; therefore, it was determined a budget transfer isn't necessary at this time since the deficit isn't at the budget category level. Additionally, there was discussion about being \$300 overbudget on national dues and this is being researched. Alexandra motioned to approve the April Chapter Financials as presented (pending corrections on the items being researched) and Sue seconded the motion. The financials were approved unanimously.

2021-2022 Proposed Budget

Pete indicated that we are proposing to move forward with the same budget allocations for next year. Pat asked about the Officer & Director Awards category and members clarified these awards are given to the outgoing President and Officers. Also, at the end of the year there is typically a working dinner meeting held with the CEC and those costs are covered in this category. Pat inquired about the Recruiting category and what type of expenses we historically incur in this category. Sue explained that several years ago we set up a reception and served appetizers for recruiting purposes and she thought we could possibly use these funds to conduct a career fair. Pete determined there weren't any recruiting expenses booked last year. Patrick suggested that we consider increasing our budget in some categories to account for inflation. Sue asked if we have talked with Capital City Country Club to find out if we will be able to reserve space going forward. Patrick inquired about whether we have signed a contract with the FSU Turnbull Center for next year's GTE, and Pat responded that we haven't signed a contract, but we have the dates already reserved. Pat said she would follow back up with Jennifer at Turnbull to pursue a contract to hopefully mitigate the effects of inflation. It was determined that the proposed budget will be discussed further at the next CEC meeting.

PDT Attendance

Pat mentioned that typically the President and President-Elect are selected to attend the PDT; however, Tracie won't be able to attend this year. The conference will be held July 19 – 21. Pat asked Pete if he would be interested in attending the PDT since he will be serving as Treasurer, but he responded that he won't be able to attend. Keith indicated he could attend the PDT and Pat responded that she would send him the information to join the virtual conference.

LEAD Conference

Pat attended this conference and she shared that there is a way to integrate Conferences i/o with Zoom and Web Ex. Pat recommended they publish this information on the National website. She explained that we received complaints about some frustrations with the technology and she would like to work toward taking advantage of these integrations. Some chapter members have inquired about whether we could allow virtual

participation with trainings while some attendees are in-person. Pat said she would ask Capital City Country Club if they have any virtual options available for luncheons that we hold at their facility.

New National Board Structure

Patrick shared that for the past 3 years, there has been a National Governing Board (NGB) and a National Council of Chapters (NCC). Each chapter has one NCC member and Patrick serves in this capacity for our chapter. Beginning July 1, this will be Patrick's last term as they allow each NCC member to serve a 3-year term. We will need to think about who should serve the following year since this person is the liaison between our chapter and National. The NCC representative communicates directly with National on any questions, sharing best practices, etc. This structure streamlines the process between National and the chapters for the flow of information. Patrick said there are 8 NGB members, 2 of which are elected at large, and 6 come from the different areas across the country. Patrick serves as the current National Director for area 4 and his term ends June 30th.

Student Scholarship Application & Criteria

Pat doesn't think that we need to vote on the application and criteria revisions. We just needed input from the board for any grammatical changes and she is ready to send it out. Pat noted that Wicliff would like to apply for the scholarship, but he wanted to make sure there wouldn't be a conflict of interest with his application since he is now serving on the board. She mentioned that although he serves on the board, he isn't on the committee that makes decisions on who will receive the scholarships. Keith mentioned that he thought it would be a conflict of interest and he referenced the bylaws. Pat didn't think there would be a conflict since he doesn't serve on the committee that makes the decision on the scholarships and she asked other members for input. Patrick agreed with Pat that there isn't a conflict and he would support Wicliff applying for the scholarship. There was no further discussion from other members.

Chapter Awards Plan Update

Pat noted that we were having issues with the awards site when trying to submit the award nominations, and she asked if anyone could assist in resolving the errors. Alexandra recommended reaching out to Steve Burch for assistance. Patrick also recommended reaching out to Megan at National for technical assistance. Kim suggested sending out another Constant Contact message letting everyone know to send us their nomination as a Word document if they receive errors when submitting on the awards website.

Update on ACE Award Status

Lisa shared that we have reached our 4,400 points goal and our chapter will maintain Platinum status. We gained another 200 points with Wicliff joining the board. Our grand total will be 4,500 points once we submit the nomination for Pat as Volunteer of the Year.

Survey for Membership Satisfaction and Interest in Returning to In-Person Meetings and Training

Pat asked if there are any other questions on the survey. Pam made some recommended changes and those edits have been made. No other questions or recommendations were brought forward and they will proceed with sending the survey to members.

Old Business:

Podcast with AGA Accountability Talks

Pat said the link to the podcast is on our chapter's website if anyone would like to review it. Pat shared our chapter's best practices and she received a lot of positive feedback on the great work our chapter is doing.

No Committee Reports Requested

- Records Management
- Education
- Website/Newsletter

- CGFM

Other Topics

There weren't other topics to discuss.

Next CEC Meeting

The next CEC meeting will be held on 6/8/21 at 5:30 pm via Zoom.

Adjournment

There being no further business before the CEC, the meeting was adjourned at 7:00 pm.

Respectfully submitted,

Angie Rowe

Angie Rowe
Secretary