



**ASSOCIATION OF GOVERNMENT ACCOUNTANTS  
Tallahassee Chapter**

**Tuesday, September 11, 2018 - 5:30PM**

**Chapter Executive Committee Meeting**

**Florida Housing, 227 N. Bronough Street, Tallahassee, Florida**

**MINUTES**

**Call to Order** – President Jim Lewandowski called the meeting to order at 5:41 pm. The following officers and directors were in attendance:

Chapter Officers:

Jim Lewandowski, President  
Alexandra Weimorts, Immediate Past President  
Pam Ray, Secretary  
Jamaal Dickens, President-Elect  
Antonio Murphy, Treasurer

Chapter Directors:

Angie Robertson  
Patrick Cowen  
Steve Burch  
Sue Graham  
LaVondria Norton  
Nate Seabrooks  
Sasa Stefanovic  
Kim Mills  
Patricia Manning  
Melinda Miguel (by phone)

Officers and Directors not present:

Denison Graham, Treasurer-Elect  
Justin Evans  
Sam McCall  
Jim Maxwell

**Meeting Called to Order** – President Lewandowski presided and welcomed the officers and directors to the meeting.

**Meeting Quorum** – Secretary Pam Ray indicated a quorum was present.

**Prior Meeting Minutes** – July 2018 CEC Minutes were presented to the board. A motion was made to adopt the minutes, seconded, and carried to adopt.

## **New Business**

### New CEC Member

Alexandra Weimorts, on behalf of The Tallahassee Chapter Nominating Committee, requested an email vote on August 28, 2018 for Patricia Manning as the Chair of Community Service to replace Ernestine Jackson. The nomination passed with 16 of the 18 board members voting in the affirmative.

Patricia (Pat) Manning holds the position of Controller for Tallahassee Community College. Prior to joining TCC, Pat worked in State Government over 28 years in various areas of internal and external auditing, accounting, finance, budgeting, contracts, and grants. Past civic positions held include the President for the Institute of Internal Auditors, Tallahassee Chapter, and she looks forward to applying her leadership skills with the AGA CEC Tallahassee Chapter. Pat holds the following certifications:

- Certified Government Financial Manager,
- Certified Internal Auditor, and
- Certified Inspector General.

Pat has a Bachelor's Degree in Accounting and Business Administration, a Master of Business Administration with a concentration in Accounting, and a Doctor of Business Administration with a concentration in Leadership. Ms. Manning has been an active member of the AGA since 1997 and is currently a member in good standing. (Note: The Tallahassee Chapter was chartered in 2001.)

### Member Survey

A copy of the proposed survey was distributed to the committee with plans to send it out to the AGA members at some point in the future, possibly April, via Survey Monkey. The discussion continued as to whether the survey is useful since only 30 responses were received for the GTE last year, whether the GTE survey would count toward the annual AGA requirement and whether the annual survey should be conducted at one of the luncheons.

## **Old Business**

None

## **Committee Reports**

- a) GTE –
  - 1) All speakers for the 2019 GTE have been confirmed.
  - 2) Hotel rooms – Jim Lewandowski sent out an email on 8/21/18 to 18 and 13 responded in the affirmative.
  - 3) Registration process – Jim Lewandowski reported that, regrettably, he has not looked into the badge readers. Discussion followed regarding the advantages and time saved in regards to signing CPE certificates. It was noted that if readers were utilized, there should be one placed at the front desk which could be adjusted for those having missed the individual session scanner for some reason. At National conferences, the scanners are uploaded every night for members to verify daily. There is one company for the scanners

and another company for the mobile app. The discussion shifted to the cost with the possibility of using the \$2,000 budgeted for the mobile app for the badge readers,

Jim Lewandowski offered to get more information for the next meeting including the process for linking CPEs to the mobile app.

The early bird email for registration will go out the first of October. Jamaal Dickens will give the list of registrants to Angie Robertson at the end of December to reconcile to payments.

- 4) Speaker dinner venues- Kim Mills reported that she will reserve 14 dinners for the speakers for February 13<sup>th</sup> and 14<sup>th</sup> at the University Center.
  - 5) Freebies – pens and car magnets – Jim Lewandowski agreed to order 350 pens and car magnets from National.
  - 6) Constant Contact page/registration creation – Jamaal Dickens offered to prepare the brochure with Pam Ray drafting the email and registration page to be sent out the first of October.
  - 7) Order scratch pads
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- b) Chapter Recognition Program – Jamaal Dickens reported that the Tallahassee Chapter's Recognition Points goal of 19,501 was established by National in July 2018. At this time, the Tallahassee Chapter has earned over 6,000 points which will increase as there are points yet to be entered for September's activity.
  - c) Community Service – Kim Mills and Patricia Manning – Kim Mills reported that the WFSU Pledge Drive has 4 slots with 2 slots per day on September 21<sup>st</sup> and 26<sup>th</sup>. The email to AGA members requesting volunteers is to be sent out 9/8/18 by Pam Ray.
  - d) Finance Committee – Angie Robertson, Antonio Murphy, Denison Graham presented the financials.
  - e) CGFM in October – Sue Graham reported that 25 have registered and she requested easels and pads for the training set up. Up to 10 attendees are typically given vouchers to take the test from Nationals and Sue offered to verify whether these vouchers are available for this year. These vouchers would be available to AGA members as well as non-AGA members. Sue Graham also mentioned that \$750 was allocated in 2016-2017 for a scholarship and made the motion to do the same for 2018. Jamaal Dickens seconded and the motion passed.
  - f) Membership – Sue Graham reported 315 members.

### **No Committee Reports Requested**

- a) Awards - Kim
- b) Bylaws – Justin
- c) Citizen Centric Reporting – Sasa

- d) Early Careers / Student Membership – La’Vondria
- e) Education – Alexandra
- f) Records Management – Steve
- g) Nominations – Jamaal, Alexandra
- h) Website – Steve

### **Other Business**

Steve Burch requested a volunteer to provide backup for the website. Jamaal Dickens volunteered.

### **Next CEC Meeting**

The next CEC meeting will be held on Tuesday, November 13, 2018, at Florida Housing, located at 227 N. Bronough Street in Tallahassee.

### **Adjournment**

There being no further business, President Lewandowski adjourned the meeting at 7:30 pm.

Respectfully submitted,

*Pam Ray*

Pam Ray  
Secretary