

ASSOCIATION OF GOVERNMENT ACCOUNTANTS ALBUQUERQUE CHAPTER MINUTES

Chapter Executive Committee Meeting August 4th, 2020

BOARD MEMBERS IN ATTENDANCE: (via MS Teams/phone)

Elizabeth Nunez, President
Kory Hoggan, Past President/Newsletter
AJ Bowers, President-Elect/Historian
Donna Sandoval, Accountability
Mari Hughes, Secretary
Matt Bone, Community Service
Pam Fanelli, Treasurer
Marla Gorena, Education
Heather Prudhomme, Webmaster
Bryan Maestas, Awards
Marisa Maestas, Student Member
Ben Martinez, Member-at-Large

1. PLACE AND TIME:

The AGA Albuquerque Chapter Executive Committee held the July CEC meeting on August 4th, 2020 at 5:36 p.m. This meeting was held virtually.

President Elizabeth Nunez called the meeting to order at 5:30 p.m. More than four members of the Chapter Executive Committee (CEC) were present and a quorum was established.

2. REVIEW/APPROVAL OF MEETING MINUTES

Motion to approve the June and July meeting minutes by Pam seconded by Donna. All voted yes, motion passes.

3. CHAPTER BUSINESS

- Elizabeth did submit plans to the National Chapter.
- Elizabeth reached out to Elena with NM Chapter for status of 2020 PDT funds. Expenses appear to have come to approximately \$9,500.
 - o Kory mentioned that many items classified as expense are refunds and that the spreadsheet does not appear to balance.
 - o Elizabeth asks if we want to split the expenditures between the two chapters now or if the NM Chapter can carry the costs for now.
 - o The group would prefer to hold-off on splitting the expenditures, if possible, until after the event.
- Would like to have the PDT committee connect sooner rather than later – will reach out to the NM Chapter to see the 19th or 21st will work for them for a meeting.
- Bank signors still need to be updated – Pam, Elizabeth and Kory will try to meet Friday at 3:00 PM to complete this task.

4. DISCUSSION/REPORTS FROM COMMITTEE CHAIRS

4.0 Education Chair – Marla

- Marla sent out a survey regarding education for the program year and received 14 responses.
- Appears that online education is the preferred format this year. Responses regarding training topics were all over the board.

- Would like to create a calendar to map things out in advance.
- If any firms have months/topics that they would prefer, please have them contact her ASAP.
- Need to communicate to membership on how to access online CGFM study guides.
- CLA will be conducting the first educational session, which was originally supposed to be for early August but will need to be rescheduled.
- The CEC discussed the possibility of purchasing our own license for a platform to conduct online training (i.e. GoToWebinar, Zoom). The possibility of splitting the cost with another chapter was also discussed.
 - o Donna will reach out to the NM Chapter to see if they're interested in splitting the cost of licensing.
 - o **Motion** to purchase a license for Zoom by Marla, seconded by Donna. All voted yes, motion passes.
- Cost for training sessions will be free to members and a small charge for non-members.

4.1 Treasurer – Pam

- A couple reimbursements for National PDT were paid.
- Pam was reimbursed for some education expenses for the Chapter.
- Needs to get with Eric for some questions over the unearned revenue amounts.
- Will work with Elizabeth on the budget for upcoming year.
 - o Expenses for this year may look very different to previous years due to COVID.
 - o Elizabeth prepared a draft budget, but her and Pam will go over it in detail within the next week or so.
- Pam will follow up on 1099.

4.2 President - Elizabeth

- No updates other than those already provided.

4.3 Membership - Krista

- Not present.

4.4 CGFM - Jennifer

- Not present.

4.5 Community Service – Matt

- Backpack/school supply drive will be virtual this year due to present circumstances. Chapter would donate \$500 to APS Education Foundation. The drive can be advertised in the newsletter to solicit additional contributions.
 - o **Motion** by Matt to contribute \$500 from Chapter to the APS Education Foundation, seconded by Heather. All voted yes, motion passes.

4.6 Accountability - Donna

- Still needs to set up another meeting for the Accountability committee.
- Picked up another member from Department of Defense.
- CCR is due at the end of September.
 - o Marla to send some pictures for this.
- National PDT went very well for a virtual event.

4.7 Webmaster - Heather

- Please send her anything you would like added to website.
 - Needs new Chapter message from Elizabeth.
 - Will work with Marla to get awards updated.
 - Needs new contract with John, will work with Elizabeth to get that done.
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4.8 Newsletter - Kory

- Survey of membership preferred a monthly newsletter.
 - o Marla suggested having a different member of CEC include a message each month. Schedule is as follows: August – virtual gavel exchange Kory to Elizabeth, September – Heather & Marisa, October – Marla, November – Mari, December – Donna, January – Pam, February – AJ, March – Jennifer, April – Bryan, and May – Matt.
- Ben Martinez volunteered to help Kory with Newsletters.
- Target for next newsletter will be by the end of the month. Marla believes she will have a training for September scheduled in time to be included in the newsletter.

4.9 Student Member - Marisa

- Fall semester is fully online.
- Will try to find out who the Governmental Accounting professor is going to be and get in contact with them.
- Can try to contact Beta Alpha Psi to see if the Chapter can make a presentation to the membership.

4.10 Historian – A.J.

- Sugarsync has been changed over. Email account is unique to him.

4.11 Awards - Bryan

- Nothing to report this month.

4.12 Other CEC Members Reports

- None.

5. NEXT CEC MEETING

The next CEC meeting is scheduled for September 1st, 2020 (subsequently rescheduled to September 8th, 2020) at 5:30pm and will be call-in/web-based only.

Motion to adjourn by Heather, seconded by Marla and approved by all. Adjourned at 6:30 PM.
