

**AGA CEC Meeting Minutes
June 28, 2017**

Attending:

In Person:

James Shepard

Greg Johnson

Scott Owens

Christi Owens

Jim Dawson

By Phone: Belinda Riley

Scott opened the meeting and explained that we had a situation where a refund for the PDT cost was requested after we had to submit numbers to the caterer and after Eventbrite closed. In that case, we subtracted the Eventbrite fees and refunded the remaining. We need to establish a policy to handle these situations going forward. Jackie suggested a 72 hour requirement so that we didn't bump up against the catering deadline. Belinda said that we should have a moving timeframe depending on when we have to turn in numbers for the caterer. Scott said that he would put together a policy and send it out for approval.

James said that we could put the refund policy in three places on Eventbrite so that people were aware of the policy.

Scott also announced that we would receive that Platinum award for Chapter Recognition in Boston. He thanked everyone for their hard work this year.

He also asked that if anyone wanted to continue on the CEC next year, to send John Johnson an email and let him know. We need to tell National who the President, President-elect, Treasurer, and Treasurer-elect are for next year soon.

Our cash balance has grown from \$2,600 at the beginning of last year to \$10,000 now. Huge improvement that came as a result of increase in membership and a change in venue, among other actions taken.

Scott said that he wants to have an event to thank everyone in August and that he would be sending more information out later.

Scott thanked everyone and the meeting was adjourned.