

## **AGA CEC Meeting Minutes**

**September 8, 2016**

### **Attending:**

#### **In Person:**

James Shepard  
Jim Dawson  
Scott Owens  
Christi Owens  
Jackie Neubert  
Matt Coleman

#### **By Phone:**

Laura Weston  
Cynthia Teddleton  
Marvin Dereef

### **1. Secretary of State filing update**

The filing and registration was accepted and the chapter is legal now. The renewal period is January 1 through April 1. We will do this in January. Jackie will put this in the manual. We were able to keep our chapter name.

### **2. Committee Updates**

Laura will have a membership drive in Twin Towers. Christi will check for caterer info about setting up a table in Twin Towers—they charge a small fee for this. We will look at the old board and see if it can be reused. Laura will send out an email about the Chapter's birthday. She will ask for artifacts for the Chapter's history.

Jim is having an event at GSU the day after the meeting.

Community Service-Marvin has gotten a few pictures of the event.

Marvin needs the Early Career info from Jim. Jim will send it tomorrow. Marvin has gotten the Membership info from Laura.

Marvin will send Scott a template to use for his President's Message.

We need photos from the meeting for the newsletter.

Scott has recorded a video to play at the meeting.

Marvin wants everything this weekend so that he can get the newsletter out next week.

Education-Scott reached out to John Hulsey at CVIOG.

If there is a photo or graphic you want used in the newsletter, get it to Marvin.

**3. GAO Payment for PDT update**

Not discussed--

**4. September Meeting Prep – What needs to be done?**

Using Eventbrite, how do agencies register multiple people? Can select up to 10 people at one time. James put the meeting on the Creative Loafing and AJC events. Scott put it on Linked In. Scott recorded a video for the meeting.

Jim would like to know if he can offer free meetings for Early Careers. Early Careers has a budget of about \$200. Cynthia has a couple of people that she would like to sponsor as well. James can give them a code to use on Eventbrite so that people can register and not pay.

Jim had a question about time for attending—how should this be recorded on time sheets? This is a question for Kristina—Scott will talk to her about this.

Everything is set for the meeting for the presenters.

Scott will give Jackie Glenda's gavel to bring to the meeting.

Laura is making the nametags.

**5. Website Updates for James / Link to Sri's Article**

September 26 phone call from National about the website. The new website should be up by October. Jim's wife is a photographer and can take a picture of Atlanta for us to use on the website.

Sri-the Governing article will go out before the meeting. He has gotten permission to use the article.

**6. Speakers for remainder of year**

We have several speakers lined up. Laura has a suggestion that Scott will contact. Four May slots are filled.

Webinar-December-will get details.

A suggestion was made to ask Roger about an IT speaker.

**7. Promote the Survey Monkey survey of membership (e.g., speakers and topics desired)**

We have had three responses. We need to promote this. It was in the newsletter and is on the website.

**8. Content for newsletter – Marvin needs information**

Marvin is focusing on getting the newsletter out every month. He wants to have a President's message in each newsletter-Scott will put this together, but needs reminding.

**9. Sponsorships – planning for the PDT**

Scott has reached out to a couple of sponsors. One said no, and the other has not answered. National has a list of sponsors and Scott will reach out to Louise.

Cynthia suggested trying to get a contact list for the OIG community who have a presence in Atlanta. Jim had a suggestion on how to do this. Scott will get with Jim on this.

The CDC is another source to target.

**10. New CPE form**

The form has been redesigned. The new process will be to have people fill out the form and sign in. We will scan the form and email it back after it is signed. Speaker bios will be on the website permanently. Need to get the bio for John Kelly.

**11. Chapter Birthday – Sept. 9<sup>th</sup> – 62<sup>nd</sup>**

For the person who sends the oldest artifact, will get a free luncheon—all were in agreement.

We will mention the birthday at the meeting. Glenda will make tent cards. 25 people, 8 at a table, so 4 tables.

Jackie will help run the meeting and will mention the birthday.

James asked about a post meeting survey. Scott will put it in the email with the certificate. All agreed.

The meeting closed.