

## July 2024 CEC Minutes

Submitted by Jamie Chambers, Secretary

The Charleston Chapter's Executive Committee (CEC) met in person on July 10, 2024. The CEC members present were: Jamie Chambers, Emily Fleck, Heather Gillenwater, Nancy Gray, Kelli Herr, and Lisa Rutherford.

### Call to Order

Heather Gillenwater called the meeting to order at 1:16 pm, on July 10, 2024.

June minutes were reviewed with no corrections. Emily Fleck made the motion to accept the minutes as presented. Nancy Gray seconded the motion.

### Officer Reports

- a) NCC – Jamie Chambers – no meeting since last meeting; nothing to report – next NCC meeting is scheduled for August 7, 2024.
- b) Treasurer – Lisa Rutherford – Duties are being transitioned. A report will be provided at the next meeting.
- c) Membership – Nancy Gray – Based on the membership report generated on 7/10/2024, we currently have 77 members. Nancy is working on ideas for a membership drive during the fall conference. She made the suggestion to use colored name tags to identify members. This could help non-members know who they could ask questions to learn more about membership.
- d) ACE – (Achievement in Chapter Excellence) - Lisa Rutherford – nothing to report at this time
- e) Education/Meetings – Emily Fleck – Plans are in the works for the fall conference. A tentative agenda was provided. See Paying for speakers & travel/ fall conference under new business. Emily is still looking for subject matter experts for the “Obtaining the Certificate in Excellence in Financial Reporting” and has one more time slot to fill.

We also will have a luncheon on September 18. Emily has attempted to get ahold of someone about using the training room in building three at the Capitol Complex. Her current contacts have retired. She will continue to attempt to find someone to see if we can use the training facility located at the Capitol.

- f) Early Career – Kelly Herr – nothing to report at this time

- g) CGFM - Jamie Chambers – The 2024 study guide is not yet available. The study group for exam 2 is on hold until we get a few copies of the new study guide.
- h) Community Service – Beth Farley & Jamie Chambers – The next hydration station volunteer activity for the Kanawha State Forest Trail Series will be August 17th. This is a 15k and it would be really nice to have some volunteers for the water stations.
- i) Communications – No update
- j) Accountability – No update
- k) Website & Social Media – Kelli Herr – Kelli is getting more comfortable with working with the website platform and has updated all the minutes on the website.

In our social media, Linked-in had 47 view, with 2 being new views. Facebook had 28 views. These numbers are expected to grow as we get started with the program year.

- l) Newsletter – Jamie Chambers – The newsletter is going forward will be a quarterly for this program year. Discussed each chair adding articles about initiatives they are leading for the newsletter and website.

#### Old Business

- a) Board Members for 2024-2025  
The 2024-2025 board roster was submitted on June 28<sup>th</sup>.
- b) Conferences i/o Renewal  
Survey was completed saying we wanted to renew Conferences i/o. The option was not provided to pay for the renewal when the survey was completed. Expecting an invoice for the \$300 renewal fee.
- c) Donation for PDT community service fundraiser  
The 2 - \$100 gift cards were purchased on 7/10/2024 and will be hand delivered at PDT. Heather Gillenwater has emailed National to notify them of our donation.

#### New Business

- a) Additional cash donation for NCSF  
National inquired if we were planning to make an additional cash contribution for the National Community Service Fund (NCSF). Funds we contribute are split in half. One half goes to the NCSF and the other half is split evenly between three charities Habitat for Humanity, American Cancer Society and Ronald McDonald House. With our chapter

being a smaller chapter, we determined the \$200 we already donated would be our only donation for this event.

b) Paying for speakers & travel/ fall conference

One of the items on the proposed agenda “Yellowbook Ethics” is a paid speaker. The cost to bring this speaker in will be \$800 and hour plus travel. The training offered will be a 2-hour training. Emily estimated the total for this speaker will be around \$2,000. Additionally, we will be paying for the travel for the National AGA speaker and the GASB speaker. We discussed setting the conference price to at a minimum break even after paying for the conference room, speakers, their travel, and other cost associated with the conference. Jamie Chambers made the motion to pay for the speakers and travel. Heather Gillenwater seconded the motion.

c) Chapter vision/goals for 2024-2025 update

Heather is working on a draft/starting point for the vision/goals and will distribute it to the Board to add to or make changes. The vision/goals needs to be sent to National by August 1.

Other

Increasing luncheon prices

For the luncheon, the cost of the meals averaged \$10.90, without taking into consideration the cost of the drinks. We purchased gift cards and lunch for speakers. Thus, charging \$10 for members and \$15 for non-members does not cover the cost of the food provided. After discussing Emily Fleck made the motion that the price for the luncheons be raised to \$15 for members and \$20 for non-members. Lisa Rutherford seconded the motion.

Next Meeting

The next meeting will be virtual at 12:00pm on August 21, 2024.

Nancy Gray made the motion to adjourn. Emily Fleck seconded the motion.

The meeting adjourned at 1:43 pm.