

December 2024 CEC Minutes

Submitted by Jamie Chambers, Secretary

The Charleston Chapter's Executive Committee (CEC) met virtually on December 18, 2024. The CEC members present were: Jamie Chambers, Emily Fleck, Beth Farley, Marie Long, Lisa Rutherford, and Corey Wade.

Call to Order

Jamie Chambers called the meeting to order at 12:01 pm, on December 18, 2024.

November minutes were reviewed with no corrections. Emily Fleck made the motion to accept the minutes as presented. Lisa Rutherford seconded the motion.

Officer Reports

- a) NCC – Jamie Chambers – No new information to report.
- b) Treasurer – Lisa Rutherford – The November Treasurer Reports were reviewed (See Treasurer's Report). As of 11/30/2024, the Chapter had \$29,672.25 available. We received two more payments in November for the fall conference. We made payment to Imprint for a CEC Shirt and to a conference speaker.

Progress continues on the development of procedures for the Treasurer's function.

- c) Membership – no report at this time
- d) ACE – (Achievement in Chapter Excellence) - Lisa Rutherford – No new information to report. Next report is due February 1, 2025.
- e) Education/Meetings – Emily Fleck – Currently we have four board members signed up for the January luncheon. Emily recently learned that this luncheon is on the same day as the NIGP meeting, which may be a factor in the current enrolment numbers. She will be working with the NIGP to help ensure this type of conflict does not occur again in the future. The luncheon notice will be sent out again after the holidays.

On January 22, 2025, Ali Al-Sinayyid, PhD, Assistant Professor and Director of WVSU Cybersecurity Innovation Center, will be doing a luncheon presentation about Cybersecurity. The training will be in person at DEP from 12:00pm – 1:00pm.

The next luncheon after January will be March 19th, currently we do not have a speaker for this event.

On April 9th, National AGA is having an Ethics webinar from 2 - 3:50 pm. We can do a group showing for \$349.00. This event is worth 2 CPE. The board discussed location and cost for attendance. Lisa Rutherford will check on using the conference room at her site for the event. The Board discussed allowing our members to attend for free and the potential for them to bring a friend for free. Emily Fleck made the motion to purchase the group showing of the webinar for \$349.00 and allow our members to attend for free. If there is still room after interested members sign up for the event, to allow the attendees to bring a friend. The motion was seconded by Lisa Rutherford.

The Spring Conference will be held at the Holiday Inn in South Charleston on May 21. Suggestions for speakers welcomed.

- f) Early Career – no report
- g) CGFM –Corey Wade – The meetings for the book 2 study group will continue after the holidays. Section 1 of book 2 has been covered by the group. After the holidays they will start reviewing section 2. The book 2 classes are scheduled to go through the first week of April.

The CGFM exams are not being administered right now but will resume in January.

In late January/ early February, Corey will put together a flyer to send out to the membership to gauge interest in a study group for book 3.

- h) Community Service – Beth Farely – The items collected during the conference were delivered to Thomas's Hematology & Oncology department on Friday, December 13, 2024. The next community service project will be done in conjunction with the Spring Conference. We will be doing a drive for the animal shelter, collecting pet food and supplies. We will also encourage members to volunteer at the animal shelter. They need volunteers to walk the dogs and give the animals some much-needed attention.
- i) Communications – No report
- j) Accountability – Marie Long – Nothing to report at this time
- k) Website & Social Media – No report
- l) Newsletter – Jamie Chambers – Jamie inquired if there were any changes to the newsletter other than updating the CGFM Study Group schedule. No other changes were suggested. The CGFM Study Group schedule will be updated and the newsletter will be

sent to Taylor for distribution to the membership and Kelli to post on the website and social media.

Old Business

a) Microsoft

Lisa Rutherford will coordinate with Heather Gillenwater to make the purchase for the Microsoft Office and get it installed on the AGA computer.

New Business

No new business

Next Meeting

The next meeting will be in person at the WV DEP on January 22, 2025, approximately at 11:00 am (before the CPE Luncheon).

Lisa Rutherford made the motion to adjourn. Corey Wade seconded the motion.

The meeting adjourned at 12:22 pm.

**AGA Charleston Chapter
Treasurer's Report - November 2024**

	Beginning Balance 11/01/24	\$	29,078.72
Deposits			
11/04/24	Stripe - Fall Conference	\$	773.30
11/27/24	Stripe - Fall Conference	\$	265.62
	Total Deposits	\$	1,038.92
Disbursements			
11/06/24	4Imprint, Inc. (CEC Shirts)	\$	(30.11)
11/08/24	Melinda DeCorte - Fall Conference Speaker	\$	(415.28)
	Total Disbursements	\$	(445.39)
	11/30/2024	\$	29,672.25

Bank Statement Reconciliation			
	Beginning Balance per Books 11/01/24	\$	29,078.72
	Add: Deposits	\$	1,038.92
	Less: Disbursements	\$	(445.39)
	Ending Balance per Books 11/30/24	\$	29,672.25
	Add: Outstanding checks	\$	415.28
	Less: Outstanding deposits	\$	-
	Reconciled Balance	\$	30,087.53
	Bank Statement Balance as of 11/30/24	\$	(30,087.53)
	Difference	\$	-