

February 19, 2025 CEC Minutes

Submitted by Jamie Chambers, Secretary

The Charleston Chapter's Executive Committee (CEC) met via Teams on February 19, 2025. The CEC members present were: Jane Caswell, Jamie Chambers, Beth Farley, Heather Gillenwater, Nancy Gray, Kelli Herr, Marie Long, Lisa Rutherford, and Corey Wade.

Call to Order

Heather Gillenwater called the meeting to order at 12:01 pm, on February 19, 2025.

The January minutes were reviewed with no corrections. Lisa Rutherford made the motion to accept the minutes as presented. Marie Long seconded the motion.

Officer Reports

- a) NCC – Jamie Chambers – The last NCC Meeting was held on February 5th, with a primary focus on communication, membership (recruitment and retention), and event best practices.

Communication: Key topics included maintaining a social media presence, keeping the website updated to prevent loss of interest and ensure continued value for members and potential members, and sending out email blasts. There was an emphasis on engaging with members to determine their interests and what would bring them the most value.

Membership: The importance of retaining current members was highlighted. A suggested approach for member outreach included reviewing the membership renewal report, sending an email to those who had not renewed, following up with a phone call if there was no response, and then sending a letter as a final attempt.

It was noted that some employers have stopped covering membership fees as a cost-saving measure. To address this, it was suggested to encourage individuals to invest in themselves and emphasize the value of membership. Additionally, each chapter was encouraged to assess what their members truly want—whether they prioritize CPE opportunities, networking, or both.

To further promote involvement, ideas included offering leadership opportunities and incentivizing participation by covering board members' membership fees or providing branded swag, both as a token of appreciation and a way to promote the AGA.

Events: It was recommended to check other organizations' calendars to avoid scheduling conflicts, which Emily already does. Additional suggestions included:

- Inviting students to participate in events
- Offering a gift to members who attend all events
- Hosting a happy hour
- Combining events with other organizations

- b) Treasurer – Lisa Rutherford – The December Treasurer’s Reports were reviewed (see Treasurer’s Report for details). As of January 31, 2025, the Chapter had an available balance of \$27,900.95.

Recent transactions included:

- Multiple Stripe deposits totaling \$172.24 from a January CPE event.
- A payment of \$218.07 to Firehouse for meals at the January luncheon.

- c) Membership – Nancy Gray - The chapter currently has 85 members, with no new members to report.
- d) ACE – (Achievement in Chapter Excellence) - Lisa Rutherford – All required materials were submitted on February 1, 2025.
- e) Education/Meetings – Emily Fleck – The next luncheon will be March 19th. Katie Gibson, Director of Cash Management, WVSTO will be doing a presentation entitled “WV State Treasurer’s Office Cash Management and Internal Control”. The luncheon will be at the WV State Treasurer's Office at 322 70th Street, Charleston, WV. This luncheon has been approved for 1 hour of CPE.

The National AGA’s Ethics webinar from 2 - 3:50 pm on April 9th. Will also be at the WV State Treasurer's Office. This webinar will be worth 2 hours CPE.

The Spring Conference will be held on May 21st at the Holiday Inn in South Charleston.

- f) Early Career – Kelli Herr – No updates
- g) CGFM –Corey Wade – The Book 2 study group is still ongoing. Corey will reach out to members to gauge interest in forming a study group for Book 3, which is expected to start sometime in May.
- h) Community Service – Beth Farley – The next community service event will be a financial drive for the Humane Society, which will take place during the Spring Conference. A request will be submitted to AGA National for a matching donation. Beth will create a flyer to promote the outreach program.
- i) Communications – Talyor Cole – There are no updates at this time. Information will be sent out as needed.
- j) Accountability – Marie Long - The next CCR will not be due until October. Marie reminded everyone to take pictures during the events to use for the CCR and newsletter.

- k) Website & Social Media – Kelli Herr – The website has been updated for the upcoming events. LinkedIn had 8 views during the month and 94 followers. Facebook had no new views, and 153 followers.
- l) Newsletter – Jane Caswell – Jane is currently waiting on stories and articles for the upcoming newsletter.

Old Business

- a) LEAD – Heather Gillenwater and Corey Wade will attend LEAD on April 24-26.
- b) Audit/Peer review – Joellen Lucas has agreed to conduct the Chapter's peer review.
- c) Updated on credit card fraud charges – the bank's investigation is still ongoing but not finalized.

New Business

No new business

Next Meeting

The next meeting will be held **in person** following the CPE Luncheon on March 19th. The luncheon will begin at 12:00 pm, with the Board meeting expected to start shortly after 1:00 pm.

Adjournment

Heather Gillenwater made a motion to adjourn, which was seconded by Lisa Rutherford. The meeting adjourned at 12:37 pm.



Charleston
Chapter



**AGA Charleston Chapter
Treasurer's Report - January 2025**

| | | | | |
|----------------------|-----------------------------------|----|------------------|---------------|
| | Beginning Balance 01/01/25 | \$ | 29,080.84 | |
| Deposits | | | | |
| 01/16/25 | January Luncheon - Stripe | \$ | 14.26 | |
| 01/17/25 | January Luncheon - Stripe | \$ | 28.65 | |
| 01/23/25 | January Luncheon - Stripe | \$ | 86.73 | |
| 01/29/25 | January Luncheon - Stripe | \$ | 14.26 | |
| 01/30/25 | January Luncheon - Stripe | \$ | 14.14 | |
| 01/31/25 | January Luncheon - Stripe | \$ | 14.20 | |
| | Total Deposits | \$ | 172.24 | |
| Disbursements | | | | |
| 01/27/25 | Firehouse Subs - January Luncheon | \$ | (218.07) | |
| 01/14/25 | Fraud - Amazon | \$ | (222.67) | |
| 01/15/25 | Fraud - Amazon | \$ | (386.09) | |
| 01/15/25 | Fraud - Amazon | \$ | (230.85) | |
| 01/17/25 | Fraud - Amazon | \$ | (294.45) | \$ (1,134.06) |
| | Total Disbursements | \$ | (1,352.13) | |
| | 1/31/2025 | \$ | <u>27,900.95</u> | |

| Bank Statement Reconciliation | | | |
|-------------------------------|---------------------------------------|----|-------------|
| | Beginning Balance per Books 01/01/25 | \$ | 29,080.84 |
| | Add: Deposits | \$ | 172.24 |
| | Less: Disbursements | \$ | (1,352.13) |
| | Ending Balance per Books 01/31/25 | \$ | 27,900.95 |
| | Add: Outstanding checks | | |
| | Less: Outstanding deposits | \$ | - |
| | Reconciled Balance | \$ | 27,900.95 |
| | Bank Statement Balance as of 01/31/25 | \$ | (27,900.95) |
| | Difference | \$ | - |