

February 2023 CEC Minutes

Submitted by Judy Strawderman, Chapter Historian & Secretary

The Charleston Chapter's Executive Committee met remotely. The CEC members present were: Kathy Anderson, Jane Caswell, Jamie Chambers, Samantha Chapman, Alan Clemens, Beth Farley, Emily Fleck, Angela Leshon, Marie Long, Lisa Rutherford, and Judy Strawderman

Call to Order

Jamie Chambers called the meeting to order at 1:07 PM, on February 15, 2023.

January minutes were approved, Samantha made the initial motion with Alan providing the second.

Officer Reports

- a) NCC –Jamie Chambers & Jane Caswell – In the past the NCC was required to be the previous chapter president. It is open to anyone interested. There are four meetings a year at which feedback is provided and obtained (re: national and initiatives is provided/sought). One serves as a liaison. If you are interested email Jamie. This will be voted on at the next meeting.
- b) Treasurer – Angela Leshon – The balance in the account as of February 15 is \$10,271.68. The ending balance on January 31, 2023, was \$11,352.68 with expenses of \$166.00 having occurred. Beginning balance in January was \$11,518.68 with expenses including Post Office Box renewal. There are two check outstanding for a total of \$270.00 for exam reimbursement.
- c) Membership –Jamie Chambers – We are up to 83 members. It is membership renewal time.
- d) Chapter Recognition/Points – Lisa Rutherford – Our last submission is February 1.
 - Strategic plan has been submitted
 - Have received 500 satisfaction points
 - Training up to tier 2 with CPE's provides 300 points, there is some question as to whether networking luncheon would qualify for tier 3. Emily seemed to think networking event should be more like a cocktail party.
 - CGFM exam meets tier 3 for 500 points
 - For communications only meet tier 2 although website is in good shape. Lacking newsletter to meet tier 2 requirements
 - Review of chapter by-laws including replacement of old log with the new one (still in process)
 - Registering with the Secretary of State's Office as a non-profit (completed)
 - Using the correct logo in Facebook, LinkedIn, and website (completed)
 - An accurate calendar (satisfied)
 - Would like the results of satisfaction survey completed 5/18/2022. Jane is to forward the results
 - Lisa is to provide results from the survey on the Fall conference

- e) Education/Meetings – Emily Fleck -March 21 will be the spring event, It will have 8 CPE's associated with it. Dave Hardy will be a presenter along with someone from the Ethics Commission, Eric Wagoner from WVOasis, Brandy Whittington, and possibly someone from National. Given the \$2000 minimum for food and beverage it was decided it is best to provide lunch at the conference. There will be a luncheon at DEP for the May 16 event. A speaker is still needed.
- f) Early Career – Kathy Anderson– There was nothing new to report. She will be contacting WV State University and the University of Charleston to see about spring job fairs and the possibility of visiting accounting classes at both schools. She asked about the possibility of offer scholarships for the upcoming March training.
- g) CGFM- Jamie Chambers-The second session class is 2 weeks in so it would be possible to catch up if people are interested in joining. Book 3 will be late summer or in the fall. New Section 2 books have been received. Older books are going to be recycled.
- h) Community Service –Beth Farley- The flyer for the Manna meal donations/fundraiser will be out the end of the week.
- i) Communications & Social Media – Taylor Cole- Taylor has been receiving and posting job openings.
- j) Accountability – Marie Long- Nothing is due until October.
- k) Website – Jane Caswell- The logos have been changed. A message from the president will be added and in CFGM information will be updated.
- l) Newsletter – Samantha Chapman -There is nothing new to report. Betsy, Heather, and Jamie are working on a CFGM article. Need to get articles reporting on fall conference and advertising the spring conference. Betsy will be President next year,

Continuing/New Business

Registration with the State was completed in 2008. The SOS was contacted and indicated we did not need to be registered but a UNA-1 was submitted on February 9 along with a \$15 payment.

Bylaws -Judy Strawderman raised a question about having the existence of the nominating committee and whether we held both general meetings and board meetings. Marie Long has adjusted the fonts, has changed from chair and director to just chair, returned to a one year term from two and made other consistency modifications. Jamie Chambers is going to use Marie's cleaned up version and remove Nominating Committee. The By-laws need to be finalized before May1. Jamie is going to make modifications and have ready for review by Friday 2/24.

As a spin-off from the By-laws discussion the possibility of meetings for general members was examined. It was mentioned there should be an opportunity for involvement at meetings other than

those designed for CPE's. The possibility of holding two general member meetings was discussed. The May 16 meeting was discussed as a potential meeting date with the board meeting to be moved. Of the two meetings one might be in person and one held virtually.

Jamie indicated we needed to develop policies and procedures. It is also thought there is a handbook for the treasurer which will need to be reviewed.

LEAD is taking place April 20-22nd. Officers should check out the website.

PPT is taking place July 23-26. There are 24 CPE hours. National is providing a hotel scholarship for two Chapter Officers. Heather and Kathy have expressed an interest in going to PDT. The board discussed covering the cost of travel and registration for PDT as has been done in the past. Additionally, National is awarding five (5) registration and hotel scholarships to first time PDT attendees.

Next Meeting

The March 15 meeting will be held virtually.

Meeting adjourned.