July 2023 CEC Minutes

Submitted by Jamie Chambers, Secretary

The Charleston Chapter’s Executive Committee met remotely. The CEC members present were: Kathy Anderson, Jamie Chambers, Betsy Chapman, Taylor Cole, Beth Farley, Heather Gillenwater (by phone), Angela Leshon, and Lisa Rutherford.

Call to Order

Betsy Chapman called the meeting to order at 1:09 PM, on July 18, 2023.

June minutes were reviewed with no corrections. Lisa made the motion to accept the minutes as written. Taylor seconded the motion.

Officer Reports

1. NCC – Jamie Chambers – Next meeting is August 2. An update will be provided after that.
2. Treasurer – Angela Leshon – The balance in the account as of the end of June was $ 4,580.71 from $4,684.71 at the beginning. Deposits included reimbursement for attendees of LEAD and a payment from Suttle and Stalnaker for a luncheon. Expenses included the tickets for two flights to the PDT.

Concern was expressed about the low balance and ability to support AGA activities in the future. It was proposed that the charge for the fall conference be doubled. The reduction of the cost with the new venue was highlighted and utilizing free AGA swag for the conference to keep cost down as low as possible.

1. Membership – Betsy Chapman – A report on the numbers of members was not available for this meeting. However, ideas were proposed to try to increase membership. Ideas discussed included sending a email with the resources and benefits of the AGA to the County Commission, City of Charleston, Economic Development Agency, and Solid Waste Board.
2. ACE – (Achievement in Chapter Excellence) - Chapter Recognition/Points– Lisa Rutherford – The new year is just starting, so nothing to report. A reminder was provided about sending out a members’ satisfaction survey. Betsy will work on the members’ satisfaction survey. Suggestion was made to do the survey on the chapter provided Google account.

Also, one of the key performance indicators is tracking the attendance at events and attendees’ satisfaction surveys. Discussion was held on prior CPE attendance. Jamie will check files and make sure everything she has access to is uploaded to Drop Box.

Plans need to be submitted by August 1st to get all available points. Otherwise, plans are due by mid-September

1. Education/Meetings – Kathy Anderson – Actively working on plans for the fall conference. Parking will be free and attendees will be able to go out for lunch where ever and with whomever they wish. Additionally, free swag and promotions will be given away during the conference to keep cost low.

There will be a board meeting on the second day of the conference. Lunch will be provided to the board members. Estimated cost is $10-$15 per member.

1. Early Career – no chair and no report
2. CGFM- Betsy Chapman – Taylor will be sending out an email this week announcing the opportunity for the book 3 study group lead by Cory Wade. Given the decrease in interest, after this group we are going to take a year break from facilitating the study groups. If the money has built back up in the accounts, we may visit bring National in to hold review classes for the CGFM.
3. Community Service – Beth Farley – The $200 donation will be provided at PDT in the form of a $200 Amazon gift card.

Beth is currently working on the community service plan for next year. Discussions were held of possible community service projects for the 2023-2024 program year. Ideas included: supporting a fund-raising walk, volunteering at nursing home, drive for supplies for residence of nursing home, doing something for the Beni Kedem foundation. Kathy is going to reach out to learn what community services our chapter could help Beni Kedem with.

1. Communications & Social Media –Taylor Cole – no report – sending things out as needed.
2. Accountability –No update since last report.
3. Website – no chair and no report – Last week Jamie reached out to AGA to get the link and set up as an assistant webmaster to keep the website up to date until a chair for the position can be located.
4. Newsletter – no chair and no report – Betsy has worked on the letter from the President for the newsletter. Betsy is also going to pull together information about the conference to get information out to members in the newsletter.

New Business

1. 2023-2024 Plans due August 1 – board members are to send their plans to Betsy to compile and submit.
2. PDT – gift card will be provided as donation (see above)
3. Revisiting Conference i/o – will revisit at the next meeting.
4. Sponsorship – Beth is researching sponsorship. She has obtained an old email which contained information about sponsorship and the level of sponsorship. She is using the prior level of sponsorship as her starting point. She has reached out to the CPA society and Suttle & Stalnaker. A concern that was expressed was that in the past sponsors did not receive recognition on the website or newsletter. We will make sure that sponsors information is on both platforms. Additionally, for the Fall Conference, we will be able to display the banners for the sponsor under the stage and in various places in the conference room.
5. Audit – the AGA audit/review has been completed. Stephanie from FARS was going to look at a few items for subsequent events. Betsy is going to follow-up and obtain a copy of the report.

Next Meeting

The next meeting will be virtually on August 15 at 12:00 pm.

Kathy made the motion to adjourn. Lisa seconded the motion.

Meeting adjourned at 1:45.