

March 19, 2025 CEC Minutes

Submitted by Jamie Chambers, Secretary

The Charleston Chapter's Executive Committee (CEC) met in person and online on March 19, 2025. The CEC members present in person were: Jane Caswell, Jamie Chambers, Emily Fleck, Heather Gillenwater, Kelli Herr, and Corey Wade. The CEC members present online were: Taylor Cole, Beth Farley, Marie Long, and Lisa Rutherford. Also in attendance were: Anne Keller and Solomon Phillips.

#### Call to Order

Heather Gillenwater called the meeting to order at 1:01 pm, on March 19, 2025.

The February minutes were reviewed. Heather Gillenwater noted some corrections. Heather Gillenwater made the motion to accept the minutes after incorporating the corrections. Emily Fleck seconded the motion.

#### Officer Reports

a) NCC – Jamie Chambers – no report – the next NCC meeting will be held at LEAD and be attended by our 2025-2026 NCC Representative, Heather Gillenwater.

b) Treasurer – Lisa Rutherford – The February Treasurer's Reports were reviewed (see attached report for details). As of February 28, 2025, the Chapter had an available balance of \$28,704.01.

##### Recent Transactions:

- Fraudulent transactions on Emily and Lisa's cards were provisionally refunded in the amount of \$1,134.06.
- Recovered funds from WV Unclaimed Property totaling \$210.00.
- Luncheon fee collections of \$25.00 from the January luncheon.
- Disbursements included an annual payment of \$217.00 to USPS for the Chapter's post office box, and a \$349.00 payment to AGA National for the April Ethics Webinar.

c) Membership – No report - The chapter currently has 86 members.

d) ACE – (Achievement in Chapter Excellence) - Lisa Rutherford – No updates, the next report is due on May 1<sup>st</sup>.

e) Education/Meetings – Emily Fleck – The next event will be on April 9<sup>th</sup> from 2 - 3:50 pm. We are hosting the National AGA's Ethics webinar. For this webinar, people will need to meet at on specified location. We will be meeting at the WV State Treasurer's

Office (322 70<sup>th</sup> Street, Charleston, WV) for this event. This webinar will be worth 2 hours CPE.

The Spring Conference will be held on May 21st at the Holiday Inn in South Charleston. We currently have speakers from the Ethics Commission (WV Ethics Act Update), wvOASIS, WV Investment Management Board, WV State Auditor's Office (P-card Fiscal Year-end P-card Process), E&Y (Internal Control Deficiencies), WV Financial Accounting and Reporting Section (FARS) (Year-end Closing) and Ron Adams from Brown Edwards (GASB Update). There are still about an hour and a half which needs to be filled. Emily asked Jamie to check with BTI to see if someone will speak for a bout 25 minutes after IMB about what BTI does.

Some speakers who Emily reached out to will not be available for the Spring Conference but will be available for the Fall conference. The format of the fall conference was discussed, including the budget for a paid speaker. After some discussion, it was decided that the fall conference would have one day devoted to a paid speaker(s) and the second day for our State subject matter experts. Emily has already reached out to potential paid speakers, one giving her an estimate of \$10,000 for 2 hours. She asked the board to determine an appropriate budget for a paid speaker or a combination of paid speakers, including the speaker and related travel. After discussion Beth Farley made a motion to set a budget of \$6,000 plus travel expenses to have Glassco come speak at the Fall Conference. The proposed topics are Ethics and Common Deficiencies in Controls. Marie Long second the motion.

To reduce cost for both conferences the food provided, and swag items will be reduced from prior years. The chapter will also seek sponsorship for the conferences.

- f) Early Career – Kelli Herr Kelly has reached out to three universities in the area about coming on site and discussing career opportunities in government with the students. She has not heard anything back from and of the contacts.  
Discussions were held about sponsoring two to three students to attend the Spring Conference. After discussion Jamie Chambers made a motion to sponsor two students from each of the three local universities. Heather Gillenwater seconded the motion.
- 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 have been several inquiries about a hybrid option for the conference and luncheons.

Emily will check with the WV Board of Accountancy to inquire about the standards and requirements to do a hybrid event. Talyor will provide assistance for the virtual attendees if this is something we can move forward with.

- j) Accountability – Marie Long – No updates – Marie has not heard back from the last CCR submitted.
- k) Website & Social Media – Kelli Herr – On the date of the meeting, we were experiencing some issues with the LinkedIn page. Kelli and Jamie were working to resolve the issues. LinkedIn had 94 followers. Facebook had 102 followers. Kelly will be updating the calendar of events to add the Spring Conference and April webinar.
- l) Newsletter – Jane Caswell – Jane took pictures at the luncheon for the newsletter and reminded the board to submit their articles.

#### Old Business

- a) Audit/Peer review – Joellen Lucas is currently reviewing files. The receipts are in a paper physical file. Lisa will get the file to Joellen. The electronic files are in a folder for 2024 google drive file and will be shared with Joellen.

#### New Business

2025-2026 Chapter positions – due to unforeseen circumstances, Lisa will not be able to take the role of president next year. Lisa would like to remain the president elect for one more year and the members were asked to consider the president position for 2025-2026. Emily Fleck volunteered to become the 2025-2026 president with no opposition.

#### Next Meeting

The next meeting will be held **virtually** on April 16<sup>th</sup> at noon.

#### Adjournment

Emily Fleck made a motion to adjourn, which was seconded by Heather Gillenwater. The meeting adjourned at 2:06 pm.

Approved by the Board: 4/30/2025

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

	Beginning Balance 02/01/25	\$	27,900.95
<b>Deposits</b>			
02/07/25	February Luncheon - Stripe	\$	10.00
02/13/25	Provisional Credit for Fraud - Emily's Card	\$	680.54
02/18/25	State of WV Unclaimed Property Payment	\$	210.00
02/19/25	Provisional Credit for Fraud - Lisa's Card	\$	453.52
02/21/25	February Luncheon - Cash	\$	15.00
	<b>Total Deposits</b>	\$	<b>1,369.06</b>
<b>Disbursements</b>			
02/12/25	USPS - PO Box Rental	\$	(217.00)
02/20/25	AGA National - Ethics Webinar (for April)	\$	(349.00)
	<b>Total Disbursements</b>	\$	<b>(566.00)</b>
	<b>02/28/25</b>	<b>\$</b>	<b>28,704.01</b>

Bank Statement Reconciliation			
	Beginning Balance per Books 02/01/25	\$	27,900.95
	Add: Deposits	\$	1,369.06
	Less: Disbursements	\$	(566.00)
	<b>Ending Balance per Books 02/28/25</b>	<b>\$</b>	<b>28,704.01</b>
	Add: Outstanding checks		
	Less: Outstanding deposits	\$	-
	<b>Reconciled Balance</b>	<b>\$</b>	<b>28,704.01</b>
	Bank Statement Balance as of 02/28/25	\$	(28,704.01)
	<b>Difference</b>	<b>\$</b>	<b>-</b>