

October 2024 CEC Minutes

Submitted by Jamie Chambers, Secretary

The Charleston Chapter's Executive Committee (CEC) met virtually on October 28, 2024. The CEC members present were: Jamie Chambers, Talyor Cole, Beth Farley, Emily Fleck, Heather Gillenwater, Nancy Gray, Kelli Herr, Lisa Rutherford, and Corey Wade.

Call to Order

Heather Gillenwater called the meeting to order at 12:38 pm, on October 28, 2024.

September minutes were reviewed with no corrections. Corey Wade made the motion to accept the minutes as presented. Lisa Rutherford seconded the motion.

Officer Reports

- a) NCC – Jamie Chambers – The next NCC will be held on October 30th.
- b) Treasurer – Lisa Rutherford – Treasurer Report will be provided at the next meeting.
- c) Membership – Nancy Gray – We have one new member
- d) ACE – (Achievement in Chapter Excellence) - Lisa Rutherford – Report will be sent out on October 31
- e) Education/Meetings – Emily Fleck – Good turnout for the Fall Conference, we had 72 register.

Our next luncheon training will be held virtually on November 20, 2024, at 12:00 PM. Jamie Chambers will be doing a training on Fraud Prevention Awareness in honor of International Fraud Week. The board discussed having this training free for both members and non-members, given the topic and not having any cost associated with the event. Jamie Chambers made the motion to allow the November 20th CPA luncheon about fraud prevention awareness to be free for both members and non-members. Taylor Cole second that motion.

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. Emily is making arrangements to hold this presentation in person at DEP from 12:00pm – 1:00pm. Due to the availability of the room, we will need to have our monthly meeting from 11:00am – 12:00pm on January 22nd.

- f) Early Career – Kelli Herr – Three students from the University of Charleston attended parts of the fall conference based on their availability. Another student from Marshall was also planning to attend but was ill on the day of the conference.
- g) CGFM - Corey Wade – The study group for exam 2 is ongoing. The study group has three participates and another participate may be joining. As of the date of the meeting, the group is on the third chapter of section 1 which deals with Budgets.
- h) Community Service – Beth Farley – Collections are being held to gather items to put together care bags for cancer patients at Thomas Hospital and CAMC Cancer Center. There were some cash donations, and we will get with National to request a match. The care items for cancer patients will be delivered sometime next week. Beth donated 4 \$25 gift cards to raffle off during the conference for an incentive to give for the cause.
- i) Communications – Taylor Cole – Taylor will send out the Save the Date notice for the November luncheon. If anything else needs to be sent out, please let her know.
- j) Accountability – Marie Long – The CCR is ready to go. A group photo will be added before submitting the CCR. The CCR will be submitted to National on October 31.
- k) Website & Social Media – Kelli Herr –Facebook had 131 new views, 2 new followers, and 14 comments/reactions from followers. Linked-in had 6 page views, with 5 being new views, and 3 new followers bring the page up to 89 followers.
- l) Newsletter – Jamie Chambers – Work is starting on the second quarter newsletter. Please send articles to Jamie by the end of the second week of November. The goal is to get the newsletter out before Thanksgiving.

Old Business

No old business

New Business

- a) Agency Hosting Luncheons

Increased security at many agencies has created the need to have somebody escort attendees who attend luncheons at their facilities. This is a lot of extra time and effort and steps on the individuals who are appointed as the escort. After discussion, Jamie Chambers made the motion to allow the escort or individual at the hosting agency to attend the CPE luncheon at no cost. Taylor Cole second that motion.

- b) Microsoft

Discussions were held on purchasing the desktop version of Microsoft for the AGA computer. The concern is that there will be the need to hold a luncheon or conference someplace that does not have a good internet connection. Using online works well, but if the internet goes down, we do not have a backup plan. Heather Gillenwater will provide cost estimates at the next meeting.

Next Meeting

The next meeting will be in virtual after the CPE Luncheon on November 20, 2024, approximately at 1:05 pm.

Corey Wade made the motion to adjourn. Taylor Cole seconded the motion.

The meeting adjourned at 1:09 pm.

Approved by the Board
11/20/2024