September 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, Heather Gillenwater, Marie Long (by phone), and Lisa Rutherford (by phone).

Call to Order

Betsy Chapman called the meeting to order at 1:10 PM, on September 19, 2023.

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

Officer Reports

1. NCC – Jamie Chambers – Meeting was held on September 6th. Frank Petersen spoke about leading at all levels and accomplishment and achievements without boundaries. The Governance Structure of the National Governing Board (NGB) and how the National Council of Chapters (NCC) were discussed. One of the key topics that was addressed was communication at all levels within the AGA and leading by example. During the meeting they addressed resources that are available to us. Many of them we already use. The resources includes:
* Conferences i/o
* The AGA Google Drive – we seem to be ahead of the game with the use of drop box. Several chapters did not have a centralized place for chapter records.
* Speaker request – we already use, Kathy used the request form to get Frank Petersen for our upcoming fall conference
* Marketing request – we already used, free resources to promote the AGA (pens, brochures, ribbons, membership applications, etc.
* Membership reports – we already use
* Handbooks
	+ Achievement in Chapter Excellence (ACE)
	+ Treasurer,
	+ Chapter Leadership Handbook,
	+ Website Administrator Guide
* AGA Newsletters
	+ Leadership Matters – we all should be getting monthly
	+ Membership Matters – we all should be getting monthly
	+ ACE Blasts – President (Betsy) and ACE Chair (Lisa) should be getting quarterly
	+ Topic – all members should be receiving Biweekly
	+ NCC Meetings – NCC/NGB reps should get quarterly
	+ Treasure’s Quarterly Chats – Treasurer and NCC/NGB reps should get quarterly

National is aware that there is an issue with our email/contact information not appearing on the website and working to resolve the issue.

Members can now opt in to receiving text messages from the AGA

If we want to make any changes to our membership dues for the chapter, we need to have that in before December 1st.

National has sent out a package related to this year initiative of increasing membership. It will have a football theme. The goal is to increase our membership by 10%. Note – if my numbers are right, we only retained about 83% of our membership from last year. We had 91 members and dropped to 76.

Chapter Scholarships –

* Lead – April 11th – April 14, 2024 – NCC rep and another board member. Information will go out in December/January. We will receive 100 bonus points if we notify National of our chapter’s attendees by January 15th
* PDT – Denver, Colorado
	+ Hotel scholarship (2 board members)
	+ Young Professionals/ First time attendees
	+ Chapter Overall Membership Growth
	+ Recruiter of the Year Award
	+ Top Recruiter Award
1. Treasurer – Betsy Chapman – The balance in the account as of the end of August was $ 4,885.12.
2. Membership – Betsy Chapman – We currently have 77 members. National sent out recrement packages. Our goal is to get seven new members by February 9th.
3. ACE – (Achievement in Chapter Excellence) - Chapter Recognition/Points– Lisa Rutherford – Report is due October 31.
4. Education/Meetings – Kathy Anderson – Fall Conference: Kathy needs to fill a few more slots before completing the agenda and letting people know what to expect. Current lineup included Frank Petersen from National, Brandy Whittington from Matheny & Company, and our president Betsy Chapman from FARS. We will also have someone from OASIS. Our sponsors will be providing our breakfast bar, water, and coffee. Jamie will be working the registration table.
5. Early Career – no chair and no report however, Kathy is going to reach out to some of the local schools to offer student scholarships to attend the conference.
6. CGFM- Heather Gillenwater – Cory is still leading the study group for book 3. The study group started with 7 people and is not at 5. The group is expected to wrap up by October 17th. Cory has expressed interest in facilitating future study groups. Upon discussion it was decided that the next study group for Book 1 will start after the holidays.
7. Community Service – Beth Farley – Ideas were discussed about participating in activities at some of the local nursing homes. The board will hold a community service activity at some nursing homes after October or November 15th.
8. Communications & Social Media – no report
9. Accountability –Marie Long – CCR will be coming soon. Marie will be reaching out for information and feedback.
10. Website – Betsy Chaman and Jamie Chambers – the letter from the President and information about the CGFM class and trainings were updated since our last meeting. Heather and Betsy have become backups, however, we still need someone creative to take over this position who can give it more attention.

The online registration portion has been figured out. Jamie is actively working on obtaining information on how to accept online payments. The goal is to have both operational for the fall conference. Additionally, we now know how to add our sponsor information to the website.

1. Newsletter – no chair and no report – Betsy is currently work on pulling together information for the newsletter.

Old Business

1. Conference i/o – board discussed whether to give conference i/o another chance and discussed features which may not have been fully utilized when we first tried the program. It is used for more than tracking attendance, but also for keeping the audience (live and online) engaged. Lisa made a motion to reimplement Conference i/o. Heather seconded the motion. Jamie will follow up with National to find out what needs to be done to get Conference i/o back.
2. 2023-2024 Plans due August 1 were submitted
3. Sponsorship – Sponsors for the Fall conference included the WV CPA society and Suttle & Stalnaker.
4. Audit – no update

New Business

AGA Google Drive – the board discussed whether to use Google Drive or Dropbox for our files. We agreed that Dropbox will be used for historical files. The Google Drive will be used for files for this program year and moving forward.

AGA Equipment – Upon discussion, it was decided that the best person to hold the AGA equipment would be the Education Chair.

Next Meeting

The next meeting will be virtually on October 18th at 12:00 pm.

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

Meeting adjourned at 2:03PM.