

September 2024 CEC Minutes

Submitted by Heather Gillenwater, President

The Charleston Chapter's Executive Committee (CEC) met in person state capitol complex on September 18, 2024. The CEC members present were: Emily Fleck, Heather Gillenwater, Kelli Herr, Corey Wade, and Lisa Rutherford.

Call to Order

Heather Gillenwater called the meeting to order at 12:48 pm, on September 18, 2024.

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

Officer Reports

- a) NCC – Jamie Chambers – No updates to give.
- b) Treasurer – Lisa Rutherford – The balance in the account as of the end of August was \$19,076.55. Inflows for the September luncheon received for the month totaled \$86.30. Expenses related to Jamie's PDT reimbursements & AGA misc. exp totaled \$912.49. Lisa mentioned the requirement for written procedures needed for the Treasurer's position.
- c) Membership – no report update given by Nancy – Lisa pulled the numbers during the meeting, and we are down to 77 members.
- d) ACE – (Achievement in Chapter Excellence) - Lisa Rutherford-Nothing additional to report at this time, next pulse check is due 11/1.
- e) Education/Meetings – Emily Fleck – Our next event is the fall conference to be held on October 28-29 @ the South Charleston Holiday Inn. Website link to register is working per Kelli, and Emily will send to Taylor to email to the AGA distribution list. Melinda's flight from National will be approximately \$800.00 she's flying from TX & will stay 2 nights at the hotel. It was suggested that the board meets to have dinner with her Monday night. Emily also booked Scott & Alexandria rooms @ the Holiday Inn.
The planned agenda submitted to the Board of Accountancy was approved for 16 hours of CPE with 4 hours in ethics. Emily still needs to pick up the \$25.00 gift cards for each of the speakers, door price/ raffle, and for the new CGFM's. The board will have a catered lunch for the next board meeting on Monday the 28th & Emily will send out the pricing details and the board will vote via email. Based on these costs and the cost of the facility, equipment, and food, Emily still estimates we could break even if we had 40 people attend at \$275 a person. The November CPE luncheon will be held on November

20th & Jamie will be presenting on AI. The possibility of having the spring conference at the capitol was discussed. The facility is nice, equipment was easy to operate, we can bring in our own snacks and it's very cost effective. The only issue discussed was parking, Emily will research if meters can still be rented/bagged for conference guests.

- f) Early Career – Kelli Herr – Emailed Marshall, University of Charleston, and West Virginia State University to inquire if members can come talk to students about the careers in government, the AGA, and scholarship opportunities. Kelli said that she received one response from UC & 2 students are interested in attending the fall conference.
- g) CGFM - Corey Wade – The study group for exam 2 was placed on hold until we get the 5 purchased new study guides in. We are holding off on purchasing new exam study guides for books 1 & 3, so that we can evaluate the what the overall interest is after the study group for book 2 finishes.
- h) Community Service – Beth Farley – No updates but wanted to remind everyone to please donate for the care bags for cancer patients at Thomas Hospital and CAMC Cancer Center.
- i) Communications – Taylor Cole – No updates, but Emily will have Taylor send out a reminder for fall conference registration.
- j) Accountability – Marie Long – The CCR is due October 31. Marie will be reaching out for information as needed but anticipates having everything submitted on time.
- k) Website & social media – Kelli Herr –In our social media, Facebook had 22 new views and currently has 101 followers. Linked-in had 86 views, and currently has 84 followers. After fixing the issue with the link, Kelli stated that currently 2 people have registered for the conference via the conference registration link.
- l) Newsletter – Jamie Chambers – No updates.

Old Business

- a) Conferences I/O committee has already met once & has planned a follow up meeting for 09/23/24, anyone interested is encouraged to join. Jamie, Heather & Lisa met and are attempting to have the fall conference up & running on this platform.

New Business

- a) It was suggested that we order new black polos for every board member to have, since the minimum number to order is 7 for the blue polos. A vote will be made via email after Emily gets updated pricing.

Next Meeting

The next meeting will be in person during lunch at the Fall Conference on October 28, 2024, approximately at 12:00 pm.

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

The meeting adjourned at 1:20 pm.