

**New Mexico Chapter of the Association of Government Accountants Chapter**

**Executive Committee Meeting Minutes**

**Date: March 31, 2020, Time: 12:00 pm**

**Location: CONFERENCE CALL: (505) 515-2500 ACCESS CODE: 50016**

**1. Roll Call**

Janet  Wanda  Jolene  Kim  Blanca  James   
Margaret  Bryan  Elena  Misty  Jessica  Todd   
Miranda  Terese  Chantae  Elizabeth  Luis  Vince

Roll call was taken at: 12:02 pm

**2. Approval or Additions of/to Agenda:** Motion to approve as submitted below, seconded and passed

**3. Approval of Minutes from:** 2/11/2020 – Motion to approve, seconded and passed

**Discussion Items:**

**4. 2020 PDT Planning**

- a. Event postponed due to Coronavirus pandemic. Rescheduled to Tuesday, 4/6/2021 and Wednesday 4/7/2021. Final accounting of costs to split between NM and Albuquerque need to be done pending Elena paying final bills

**5. Treasurer's Report (Elena)**

- a. February 2020 Treasurer's Report. Elena working on this report.
- b. Form 990. Elena working on submission for 3/31/2020 tax year.

**6. Education (Blanca/Kim/James; NEW – Blanca/Wanda/Miranda/Elizabeth/James (CHAIR)/Todd/Jolene)**

- a. Calendar of Events – Need to decide if we want to do webinars next program year CEC should submit ideas to Education Chair by next meeting date
- b. Monthly Luncheons – Wanda and Janet to work on dates and times to tentatively begin April 2020 No updates due to COVID-19 restrictions

**7. Membership (Bryan)**

- a. Membership Report. 244 actives, 7 new in March 2020. Bryan send welcome emails to new members. Today is the last day to renew for membership.

**8. CGFM (Terese (CHAIR), James)**

- a. CGFM Study Materials Report

**2016 Study Guides – need to be returned to Terese Montoya**

Study Guide 1 (3 Copies: 1) Todd Newman – DFA; 2) Amelia Chavez – PED; 3) Available)

Study Guide 2 (2 Copies: 1) Miranda Mascarenas – DFA; 2) Amelia Chavez – PED)

Study Guide 3 (2 Copies: 1) Available; 2) Available)

**2019 Study Guides**

Order three (3) sets for checkout by NM Chapter members

Ordered and received one (1) set in Feb 2020. Ordered the remaining two (2) sets on 3/31/2020 to be delivered tentatively on 4/11/2020.

- b. CGFM Month – March 2020 will include ABQ Chapter in the Governor's Proclamation template. Terese successfully obtained the proclamations from City of Santa Fe, County of Santa Fe and Governor of NM. (See all attached.) A copy of March 2020 Governor's proclamation was sent to the ABQ chapter.

**9. Community Service (Margaret/Jolene/Luis)**

- a. Community Service Plan PY19-20 update

**New Mexico Chapter of the Association of Government Accountants Chapter  
Executive Committee Meeting Minutes**

**Date: March 31, 2020, Time: 12:00 pm**

**Location: CONFERENCE CALL: (505) 515-2500 ACCESS CODE: 50016**

- b. Holiday Social was held on 1/29/2020 to benefit the Esperanza Shelter. A \$250 donation to the Esperanza Shelter from the NM Chapter was approved at the 2/11/2020 CEC Meeting. Elena to write check to be submitted to Esperanza Shelter. Amount collected during the event per Marcos Zubia, Director of Development of Esperanza Shelter was \$1000 not including the \$250 donation from the NM Chapter. Elena to write the check to Esperanza Shelter this week.
  - c. Food Donation for local food bank. Wanda recommended that the CEC donate an amount to a local Food Bank to aid in the pandemic. Motioned and approved to donate \$250 to the Food Depot.
  - d. Bryan's Angels - \$500 donated as approved by poll vote.
10. Accountability and Awards (Jessica; Elizabeth Burks)
- a. Financial Manager of the Year (Committee Members – Jessica/Elizabeth (Chair), Janet, Wanda, James, Elena). Nominations for the Financial Manager of the Year for 2020 will open in May of 2020. This will also be announced at any luncheons held before May 2020 and in the monthly newsletters issued. Discussions regarding the evaluation criteria. James emphasized that the evaluation criteria should reflect that the individual improved the organization the nominee was employed. CEC to come up with criteria for Financial Manager of the Year award and have ready for next meeting.
11. Website (Misty/Elena)
- a. Continually updated for content
  - b. 2020 PDT – Website has information related to the postponement and rescheduling of the 2020 PDT.
12. Newsletters:
- a. January/February/March 2020 will be posted soon
13. Insurance – Annual professional liability – paid/coverage through February 2020. Renewed in Feb 2020.
14. Lead!2020, April 30-May 2, 2020 – now to be held in Dallas, TX on 7/16-7/17
- a. Postponed. To be held tentatively before the 7/19-7/22 National PDT
15. NCC Representative – Wanda Gonzales is the NCC Representative for the year of 7/1/2020-6/30/2021
16. Officer Nominations – Nominations will open up to the membership for the Chapter Officers on May 15, 2020. Delay due to the Coronavirus pandemic. NM Chapter membership will receive details via email this week. Email to be sent out on May 15, 2020

**Positions open are:**

- a. Chapter President Elect (one year term)
- b. Chapter Vice President (one year term)
- c. Secretary (one year term)
- d. Treasurer (two year term)

**All nominees must indicate their willingness to serve if elected.**

17. Other –

**New Mexico Chapter of the Association of Government Accountants Chapter  
Executive Committee Meeting Minutes**

**Date: March 31, 2020, Time: 12:00 pm**

**Location: CONFERENCE CALL: (505) 515-2500 ACCESS CODE: 50016**

- a. Chapter Recognition Points – Misty working on submission
- b. Citizen Centric Report (CCR)
  - i. Misty is currently working on FY19 and FY20.
- c. Banner – to be ordered from Vista Print. Will effort to finalize the order this week.

NEXT CEC Meeting: **12:00 pm, Wednesday, May 13, 2020 via CONFERENCE CALL**

Meeting adjourned: 12:30 pm

