

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

Date: May 13, 2020, Time: 12:00 pm

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

1. Roll Call

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

Roll call was taken at: 12:00 pm

2. Approval or Additions of/to Agenda:

3. **Approval of Minutes from:** 3/31/2020 – Motion and seconded (as amended), 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. Contract amendment needs to be signed by Albuquerque and NM Chapter. Will check with Kory @ ABQ Chapter for update on signing contract amendment.
- b. Final accounting of costs to split between the Albuquerque and the NM Chapter to be determined after Elena reports on the final expenses paid. Still paying bills, Elena to notify when completed
- c. Refunds to be processed. Elena is checking the PO Box alone due to the successful Poll Vote passed last week which authorized her to check the PO Box alone during the COVID-19 restrictions in place at the order of the Governor of NM. Sending all checks back. Confirm with Kory that JAG sent sponsorship monies and status of refund. Paypal refunds are processed. Still trying to get email confirms from a few others regarding payment to be made in the form of check or card.

5. Treasurer's Report (Elena)

- a. February – April 2020 Treasurer's Report. Elena working on these reports. Need to forward March and April bank statements in order to complete Treasurer's reports.
- b. Form 990. Elena working on submission for 3/31/2020 tax year.

6. Education (Blanca/Wanda/Miranda/Elizabeth/James (CHAIR)/Todd/Jolene)

- a. Calendar of Events – Need to decide if we want to do webinars next program year. Review ideas submitted based upon last meeting discussion.
- b. Monthly Luncheons – Wanda and Janet to work on dates and times to tentatively begin April 2020. Updated to as soon as COVID-19 restrictions are lifted.
- c. Webinars – 5/8/2020
BKD/Danny Martinez – 50 Registrants and 30 Participants. COVID-19 Changes and What It Means to NM State & Local Governments.
- d. Need ideas from CEC Members on presenters, topics for future webinars.

7. Membership (Bryan)

- a. Membership Report. 245 Actives, 1 Student Member, 3 New Members Bryan is actively reaching out to non-renewals to renew.

8. CGFM (Teresa (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)

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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 and the remaining two (2) sets in March 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. 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
 - 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.
 - c. Food Donation for local food bank. CEC approved donation of \$250 to the Food Depot.
 - d. Money Donation to Bryan’s Angels (State Auditor) – approved donation of \$500 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 and in the monthly newsletters issued. Evaluation criteria to be discussed based upon discussions from last 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- April 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 (Tentative Dates)
 - a. Postponed. To be held tentatively before the 7/19-7/22 National PDT. Poll vote was successful last week for Terese Montoya to attend this event virtually.
 - b. National PDT held in Dallas, TX on 7/19-7/22 virtual. Motion, seconded and approved to allow the following to attend: Bryan Maestas, Terese Montoya, Margaret Sena, Misty Schuck (has free voucher), Elena Tercero (paid by National); Wanda Gonzales (might be paid by National – need to check)
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.

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)

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All nominees must indicate their willingness to serve if elected.

17. Other –

- 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, June 17th, 2020 via CONFERENCE CALL**

Meeting adjourned: 1:00 pm

