

New Mexico Chapter of the Association of Government Accountants

Chapter Executive Committee Meeting Minutes

Date: **May 29, 2019** Location: **Dion's Pizza**

1. Roll Call

Janet	<u>X</u>	Wanda	<u>X</u>	Jolene	<u>X</u>	Kim	<u>X</u>	Blanca	<u>X</u>	Bryan	<u> </u>	Vince	<u> </u>
Margaret	<u>X</u>	Michael	<u> </u>	Elena	<u>X</u>	Misty	<u>X</u>	Jessica	<u> </u>	James	<u>X</u>		<u> </u>
Miranda	<u>X</u>	Terese	<u>X</u>	Chantae	<u>X</u>	Elizabeth	<u> </u>	Luis	<u> </u>		<u> </u>		<u> </u>

Roll call was taken at: 11:43 a.m.

2. **Approval or Additions of/to Agenda.** Motion and seconded, passed.
3. **Approval of Minutes from:** 3/21/2019; 4/24/2019 TABLED, Next meeting

Discussion Items:

4. 2019 PDT Outcomes/discussion
 - a. Course/meeting evaluations. Misty is currently working on compiling.
 - b. Summary of 2019 PDT. Elena to provide as soon as Krista (ABQ Chapter) has completed the accounting for the registrations.
5. Treasurer's Report (Elena)
 - a. March 2019. Reviewed, motion to accept, seconded and approved (Elena abstained)
 - b. April 2019. Reviewed, motion to accept, seconded and approved (Elena abstained)
 - c. Form 990. Has been submitted online for year ending 3/31/2018. Will need to submit for year ending 3/31/2019. Elena to work on the submission.
 - d. Signature Card at the bank. Motion to add Misty Schuck to signature card, seconded and approved. Current signatories: Wanda, Janet and Misty (to be added).
6. Education (Blanca/Kim/James; NEW – Blanca/Wanda/Miranda/Elizabeth/James)
 - a. Calendar of Events – Upcoming
 - i. June 12 – Leadership Webinar – Red Room, DFA
 - ii. Webinars for PY19-20 decision (ATTACHED). Five (5) webinars for PY19-20 were selected, motion was made to accept, seconded and approved. Will need to determine payment method. Will need to determine who will set up each webinar.
7. Membership (Bryan)
 - a. Membership Report. Tabled to next meeting.
8. CGFM (Misty; NEW – Terese)
 - a. CGFM Plan for PY19-20. Terese working on the CGFM Plan.
 - b. CGFM Study Materials Report
 - i. 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)
 - c. CGFM Scholarship and test changes in September 2019. Discussion regarding establishing a "Path to CGFM" Scholarship to be awarded after the September 2019 test change date to fund payment of Study Materials and Testing Fees for one recipient not to exceed \$925. Motion was made to accept, seconded and passed. Committee of CGFM Chair and other CGFMs on the CEC (Misty, Elena and Janet) to determine the criteria and finalize the scholarship details.

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- d. CGFM Month – March 2020. Brief discussion was held on the March 2020 CGFM Month proclamations and to include the ABQ Chapter in the Governor's Office Proclamation.
- 9. Community Service (Margaret)
 - a. Community Service Plan PY19-20 (Attached). Margaret presented the preliminary Community Service Plan. Dates and times of events will be added in the future.
 - b. AGA Community Service National PDT Fundraiser donation. Discussion was held regarding sending a donation/item to be auctioned for the National PDT Fundraiser. Motion was made to purchase a NM related item not to exceed \$100, seconded and passed. Wanda to purchase the item and bring to the National PDT.
 - c. Annual Picnic. Two dates were preliminarily selected: 8/23/2019 and 9/20/2019. Wanda to determine what venues will be available.
- 10. Accountability and Awards (Jessica; NEW – Elizabeth Burks)
 - a. Student Accounting Scholarship. Replaced by Path to CGFM Scholarship. See #8 above.
 - b. Finance Professional Award – Financial Manager of the Year nominations will be soon. Discussion was held regarding purchasing a plaque not to exceed \$100 for the Financial Manager of the Year Award, seconded and passed. Janet will send out an email for the Financial Manager of the Year nominations.
- 11. Website (Misty/Elena)
 - a. Updated by Misty and Elena for content
- 12. Newsletters: Articles for JUNE 2019 Newsletter due to Misty by June 5th, newsletter to be released by June 10th
 - a. President's Message (Janet) – (Janet working on outgoing message)
 - b. President-Elect's Message (Misty) – (Misty working on)
 - c. Listing of PY19-20 Webinars will be included. See #6 above.
 - d. Treasurer's Report – May will be included
 - e. Membership info will be included
- 13. Insurance – Annual professional liability – Paid/coverage through February 2020.
- 14. Other:
 - a. Chapter Bylaws – Will review in January 2020
 - b. Chapter Recognition Points – Misty and Janet are working on the submission for the 4th quarter which is due 5/31/2019
 - c. National PDT in New Orleans
 - i. Reimbursement for Elena for airfare for the National PDT in New Orleans was voted and approved by email on 5/17/2019.
 - ii. Wanda and Misty to attend from the NM Chapter with registration and per diem paid by the NM Chapter and hotel to be paid by the National AGA through the hotel scholarship program.
 - iii. Motion was made to reimburse Elena for per diem for the National PDT, seconded and passed.
 - iv. Discussion was held regarding sending Jolene to the National PDT, motion was made to send Jolene to the National PDT, seconded and passed. Subsequently, she respectfully declined.

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- d. CEC Elected Positions
 - i. Board Secretary – motion was made to elect Jessica Lucero as Board Secretary, seconded and passed
 - ii. Vice-President – motion was made to elect Blanca Sena as Vice-President, seconded and passed.
- e. Citizen Centric Report (CCR)
 - i. Discussion was held regarding the annual preparation of the CCR which is due in September of each year for the program year ending June 30th. Misty is currently working on FY19 and FY20.

Next CEC meeting: 6/26/2019. Location to be determined.

Meeting adjourned: 12:45 pm