

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

Date: June 17, 2020, Time: 12:00 pm

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

1. Roll Call

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

Roll call was taken at: 12:01 pm

2. Approval or Additions of/to Agenda: Motion, seconded and passed

3. Approval of Minutes from: 5/13/2020 – tabled until next meeting

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. Received email from President-Elect of ABQ Chapter. Will follow up with President-Elect of NM Chapter. President-Elect, Elena Tercero to follow-up with ABQ Chapter to get contract amendment executed.
- 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. Need update from Elena. Per Elena, all costs have been paid. Waiting on refunds to be processed. See c below.
- c. Refunds to be processed. Need update from Elena. Motion, seconded and passed to send checks to the remaining refunds to be processed to expedite the final accounting for the 2020 PDT between NM and ABQ Chapters.

5. Treasurer's Report (Elena)

- a. February 2020 Treasurer's Report. Elena working on March – May Treasurer reports. Motion, seconded and passed to approve February 2020 Treasurer's Report.
- 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 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.
5/27/2020 Charles Sallee - 29 Registrants and 19 Participants.
- d. Need ideas from CEC Members on presenters, topics for future webinars.

7. Membership (Bryan)

- a. Membership Report. No movement in new members or active members. Bryan is working on contacting the 86 non-renewals in an effort to get them to renew. He is about 75% of the way through the list. Once he finishes contacting the non-renewals, he will report back to National regarding his efforts.

8. CGFM (Terese (CHAIR), James)

- a. CGFM Study Materials Report
2016 Study Guides – need to be returned to Terese Montoya. Terese will return these guides when she is back in the office.

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2019 Study Guides

Three (3) sets available for checkout by NM Chapter members

Terese reported on NM Chapter members who have checked out these study guides.

- b. CGFM Month – next one is March 2021
9. Community Service (Margaret/Jolene/Luis)
 - a. Community Service Plan PY19-20 update. No update. Community Service projects put on temporary hold until COVID-19 restrictions are released.
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. Elena to send out a Google Form to the CEC Members to begin the process.
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. March - May 2020 will be posted soon
13. Insurance – Annual professional liability – paid/coverage through February 2020. Next renewal is Feb 2021.
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. Terese Montoya to attend this event virtually.
 - b. National PDT held in Dallas, TX on 7/19-7/22 virtual. Approved to attend: Bryan Maestas, Terese Montoya, Margaret Sena, Misty Schuck (has free voucher), Elena Tercero (paid by National); Wanda Gonzales. Bryan, Misty Terese and Elena are registered. Margaret and Wanda to register by June 19th and submit to Elena to be reimbursed.
15. NCC Representative – Wanda Gonzales is the NCC Representative for the year of 7/1/2020-6/30/2021
16. Officer Nominations – Approval of nominations for the Chapter Officers.
Officer Nominations to be approved - Motion, seconded and passed.
 - a. Chapter President Elect (one year term) – Elena Tercero
 - b. Chapter Vice President (one year term) – Wanda Gonzales
 - c. Secretary (one year term) – Blanca Sena
 - d. Treasurer (two year term) – Misty Schuck
17. Other –
 - a. Chapter Recognition Points – Submitted
 - 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: TBD – President-Elect Elena Tercero will schedule

Meeting adjourned: 12:40 pm