

New Mexico Chapter of the Association of Government Accountants

Chapter Executive Committee Meeting Agenda

Date: **August 1, 2018** Location: **Tecolote Cafe**

1. Roll Call

Janet	<u>X</u>	Wanda	<u>X</u>	Jolene	___	Phillip	___	Blanca	<u>X</u>	Bryan	<u>X</u>	Luis	___
Margaret	<u>X</u>	Michael	___	Elena	___	Misty	<u>X</u>	Jessica	<u>X</u>	James	___	Vince	___
Kim	<u>X</u>	___	___	___	___	___	___	___	___	___	___	___	___

Roll call was taken at: 11:45

- Approval or Additions of/to Agenda.** Luis moved to approve agenda. Bryan second. Approved.
- Approval of Minutes from:** June 27, 2018. Jolene moved to approve minutes; Wanda second. Approved.

Discussion Items:

- April PDT Evaluation Results – Janet provided 2018 PDT summarized evaluation results for CEC review. Discussion.
- Upcoming Events
 - Annual Picnic (Janet)
 - September 14, 2018. Date works for most CEC members.
 - Frenchy's Park. Wanda recommended contacting Railyard Park for availability as it is more centrally located. Janet will contact.
 - Food from Whole Hog – cost estimate (32 ppl) \$390 plus tax, plus desserts, plus supplies (plates, cutlery, napkins, tablecloths). Janet will coordinate. Janet will coordinate order/delivery of food from Whole Hog. Wanda will pick up paper goods and drinks/ice from Sam's club. Bryan (and Vince) will provide cooler drinks.
 - Need volunteers for set up and clean up. Available CEC members will assist with set up and clean up.
 - October luncheon (Blanca). Blanca was not present. Jolene recommended speaker for October. Jolene will contact and determine availability for October luncheon.
 - Speaker
 - Location
 - Date
 - Zozobra Volunteer Opportunity (Margaret). Margaret discussed CEC participation in the assisting Kiwanis Club sell tickets at various entry points for Zozobra event on August 31, 2018. Shifts are from 2-6:30 p.m. and 6 – 10:30 p.m. Respond to Margaret via email regarding availability by next Friday, 8/10/18.
- Treasurer's Report (Blanca/Elena). Blanca/Elena were not present. Topic tabled until next meeting.
 - Bank Balance, outstanding payments (Blanca)
 - 2018/19 Budget (Elena).
- Education Plan (Blanca/Kim).
 - Discuss annual plan/speaker list. Blanca not present. Table until next meeting.
 - Selection of Webinars/Audio Conferences, cost. Kim provided a listing of audio conferences for the upcoming year. CEC will purchase 5 audio conferences (Ethics, Internal Control, Grants

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Management, GASB Update, Fraud/Data Analytics). Bryan will provide Kim with contact information for location coordination at General Services Department and Regulation & Licensing Department. Kim will coordinate with Blanca on dates.

- c. Develop Calendar, publish on website. Pending from Blanca.
8. Membership Plan (Bryan)
 - a. Annual Plan. Bryan provided plan for CEC review.
 - b. Membership Report. Membership report will be provided at next meeting.
 - c. Website Info Needed. Bryan will provide information for NM AGA website, membership page.
9. CGFM Plan (Misty)
 - a. Transfer of CGFM Materials to New Chair (Wanda/Misty). Wanda will provide CGFM materials to Misty after meeting. Also discussed chapter member, John Hosemann, purchased CGFM materials. Chapter will reimburse John for materials if he will donate to chapter after use.
 - b. Discuss CGFM Outreach marketing plan for 2018/19. Misty provided CGFM plan to CEC for review.
 - c. CGFM Month – March 2019.
10. Community Service (Margaret)
 - a. Discuss Annual Plan. Margaret will provide annual plan. Discussion regarding potential events ensued (October Breast Cancer Walk, The Food Depot, St. Elizabeth's Shelter Pete's Place, etc.). Margaret will provide data for Website, Community Service page.
11. Accountability and Awards (Jessica)
 - a. Discuss annual plan. Jessica to provide annual plan. Janet to provide template to Jessica. Discussed having Jessica work with SAO to do citizen centric report this year.
12. Website (Luis) – update. Some updates have been made to website. Will incorporate Community Service, Membership info, and upcoming meeting information. Janet will work with Luis on this.
 - a. How to get old PDT's back on website.
 - b. Send Luis a picture of yourself for website.
13. Newsletters: Articles due to Michael by August 20, 2018, to be released by September 1, 2018. Discussion regarding the following occurred:
 - a. President's Message (Janet)
 - b. September Picnic advertisement (Janet)
 - c. CGFM (Misty)
 - d. Education – advertisement for October luncheon (Blanca)
 - e. Community Service update/events (Margaret)
 - f. Treasurer's Report (Elena)
 - g. National PDT (Wanda/Blanca)
14. Insurance – Annual professional liability – Who has this? When is it renewed?
15. Other:
 - a. Financial Policies and Procedures Review (Jolene) – send copy to CEC for review and revisions.
 - b. Chapter Bi-Laws Review (Jolene) – Obtain template from National website, update, send out to CEC for review and approval.

Next CEC meeting: [Saturday, August 25, 2018, 8:30 a.m.](#), location to be determined

Meeting adjourned: [12:45 p.m.](#)

