

New Mexico Chapter of the Association of Government Accountants

Chapter Executive Committee Meeting Minutes

Date: **September 19, 2018** Location: **Upper Crust Pizza**

1. Roll Call

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

Roll call was taken at: 11:40

2. Approval or Additions of/to Agenda; None

3. Approval of Minutes from: August 25, 2018; Motion to approve by Jolene; 2nd by Wanda. Approved.

Discussion Items:

4. Preliminary meeting with ABQ President, Jennifer

- a. PDT Committees – First committee telephone call to be scheduled for October 10, 2018.
- b. Preliminary Budget developed by ABQ Chapter – Discussed proposal from Santa Ana; Cost is significantly higher; proposal by PDT committee to increase cost of conference by \$25. Issue with room set up – no general session rooms (per Janet’s discussion with Javier). Janet to follow up with Jennifer regarding concerns. Budget appears reasonable with cost increase; estimated net income comparable to prior year. Wanda will get estimate from Buffalo Thunder for negotiating purposes with Santa Ana.

5. Upcoming Events

- a. October luncheon – The following has been set.
 - i. Charles Sallee, Legislative Finance Committee, Deputy Director for Program Evaluation
 - ii. Topic: Legislating for Results and New Mexico Fiscal Outlook
 - iii. Location: Del Charro, Kiva Room
 - iv. Wednesday, 10/17/18
- b. November – Social/Community Service Event – Potential Locations – Bar Alto/Drury Hotel, Rio Chama – Janet will contact locations to obtain cost estimates.
- c. Internal Controls Audio Conference - December 5, 2018 – Location – State Capitol Committee Rooms – Kim to check on availability.

6. Treasurer’s Report (Elena) – Tabled

- a. August 2018 Treasurer’s Report

7. Education Plan (Blanca/Kim)

- a. Discuss annual plan/speaker list
- b. Develop Calendar, publish on website
- c. Potential future speakers: A.J. Forte, Budget Division; Ron Spillman, DFA.

8. Membership Plan (Bryan)

- a. Membership Report – 204 active members; no new members in period.
- b. Website Info Needed – Bryan to send to Janet/Luis.

9. CGFM Plan (Misty) -

- a. Coordinate CGFM Event w/ABQ – Misty to contact ABQ Chapter.
- b. CGFM Month – March 2019 - Misty will work in application.

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- c. Misty to send solicitation to membership
- 10. Community Service (Margaret)
 - a. Discuss next event – October 6, 2018 (Margaret) – Breast Cancer Walk
 - b. November Social – The Food Depot
- 11. Accountability and Awards (Jessica) - Tabled
 - a. Discuss annual plan.
- 12. Website (Luis) – update
 - a. How to get old PDT's back on website? Ask Elena
 - b. Send Luis a picture of yourself for website.
 - c. Get info for google docs access – Ask Elena
 - d. Get Membership Info updated on Website – Bryan will provide
 - e. Update Website for upcoming events – Luis will update.
- 13. Newsletters: Next newsletter November. August newsletter updated and sent out in September
 - a. President's Message (Janet) – JANET WORKING ON
 - b. CGFM (Misty) - Provided
 - c. Education – advertisement for October luncheon (Janet) – DONE
 - d. Community Service update/events (Margaret) – November info will be obtained from Margaret.
 - e. Treasurer's Report (Elena) - Need
- 14. Insurance – Annual professional liability – When is billing due? Janet will locate previous billing.
- 15. Other:
 - a. Financial Policies and Procedures Review (Jolene) – send copy to CEC for review and revisions. CEC Comments.
 - b. Chapter Bi-Laws Review (Jolene) – Obtain template from National website, update, send out to CEC for review and approval. Not needed until next year when provided by national.

Next CEC meeting: 10/2018 TBD

Meeting adjourned: 12:45