

**New Mexico Chapter of the Association of Government Accountants Chapter**

**Executive Committee – Minutes**

**Date: Tuesday, May 21; Time: 12:00 pm**

**Location: Virtual**

**1. Roll Call**

|                 |                                     |                 |                                     |                      |                                     |                |                                     |
|-----------------|-------------------------------------|-----------------|-------------------------------------|----------------------|-------------------------------------|----------------|-------------------------------------|
| Blanca Sena     | <input type="checkbox"/>            | Jolene Gonzales | <input type="checkbox"/>            | Margaret Sena        | <input checked="" type="checkbox"/> | Wanda Gonzales | <input checked="" type="checkbox"/> |
| Bryan Maestas   | <input type="checkbox"/>            | Kusum Adhikari  | <input checked="" type="checkbox"/> | Misty Schuck         | <input type="checkbox"/>            |                |                                     |
| Elizabeth Burks | <input checked="" type="checkbox"/> | Lynette Kennard | <input checked="" type="checkbox"/> | Reese Chavarria-Quam | <input checked="" type="checkbox"/> |                |                                     |

Roll call was taken at: 12:08 pm; JC Truillo (Young Professionals) and Timothy Zapata (new CGFM Chair) were welcomed to the group.

- 2. Approval or Additions of/to Agenda** - Motion to approve the agenda as presented made by Kusum and seconded by Liz, motion passed (6-0-0-4).

**3. Approval of Minutes:**

- a. **CEC Meeting April 16, 2024** - Motion to approve the minutes as presented made by Kusum and seconded by Margaret and Liz, motion passed (6-0-0-4).

- 4. National PDT '24 Chapter Attendance & Hotel Scholarship** - Discussion was held. We have until May 31 to reserve hotel and virtual option is available. At this time no one has expressed an interest in attending.

**5. Other Items:**

- Membership: New Members (Bryan) – Reese reported for Bryan that we hit our 85% membership goal and increased membership by 28 individuals. We were able to close the gap from what we lost and added more. Bryan sent out emails to 42 members that had not renewed, we are now down to 34 individuals that have not renewed.
- Communication: Bi-monthly newsletter (Misty) – Misty is working on drafting the newsletter. We plan to include information on community events, PDT, and the LEAD!24 training. We should have a draft in the next few weeks, and it will be sent out for review. For this year we plan to do a minimum of two newsletters and will try for four.
- CGFM: You Pass We Pay (Kusum) – Kusum stated that someone talked to her yesterday about doing the exam. Tim will take over the chair position for next year.
- Community Service: Event Ideas (Wanda & Jolene) – Discussion was held on a potential event at the City building at Frenchie's.
- Treasurer's Report (Margaret) – Margaret reported that information was entered in QuickBooks and Misty will take over for this year. We may need to do a stop payment and reissue for Santa Ana, Reese will reach out to Santa Ana. We don't have a lot of payments outstanding for PDT. Wanda, Blanca, Mari, and Margaret have been working on reconciling invoices and payments for PDT. Motion for May's donation of \$100 to be for Gerard's House made by Wanda and seconded by Kusum, motion passed (6-0-0-4).
- Luncheons for Webinars – Lynette reported that we had about 12 attendees at the new PERA building and Mortensen Accounting Services provided lunch. We had great feedback from the

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membership. We will start considering which webinars to host for next year.

- g. NCC Report (Wanda) – Wanda reported there has been communication from Nationals on membership, etc. and she is sending the information to Reese.
- h. CEC Position Confirmations & CEC announcement for new program year (Reese) – Reese provided an update on positions filled so far. The current status is: Chapter President – Reese, President-Elect – Open, Immediate Past President – Blanca, Secretary – Blanca, Treasurer – Liz, Co-Treasurer – Misty, ACE Reporting – Reese, National Council and Chapters Representative – Wanda, Education – Open, Webmaster – Misty, Membership – Bryan, Social Media – Open, Communication – Open, Accountability – Open, CGFM/Professional Certification – Tim, Young Professionals – JC, Community Service – Jolene and Margaret, Training Coordinator – Lynette, Sponsorships – Wanda, Scholarships – Open, Bylaws & Procedures – Open, Citizen Centric Report – Open.
- i. FY24-FY25 Budget Development (Reese) – Reese stated that we need to start looking at the budget and strategic planning, maybe over a working lunch or breakfast. She will email us with some possible dates/times.
- j. Audit/Review (Reese) – Reese stated that we need to add a line item to the budget for the audit/review, in 2020 it was about \$1,800. Reese is hoping we can get the review started soon.

**6. Other:**

- a. 2024 PDT Debrief – An update was provided in the Treasurer’s report above and in last week’s meeting.

NEXT CEC Meeting: June 18, 2024

**Meeting Adjourned: 1:05 p.m.**

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