

**New Mexico Chapter of the Association of Government Accountants
Chapter Executive Committee Meeting Minutes
Date: January 26, 2019 Location: Clafoutis, Santa Fe, NM**

1. Roll Call

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

Roll call was taken at: **8:38 a.m.**

2. Approval or Additions of/to Agenda - None

3. Approval of Minutes from: September 19, 2018 and October 26, 2018; tabled until next meeting to give CEC time to review in detail.

Discussion Items:

4. NCC Representative – **Based on National AGA recommendation (Immediate Past President) and participation in CEC meetings and other chapter activities, Wanda Gonzales (Immediate Past President) was recommended to be the NCC Representative. Motion by Luis; Seconded by Kim. Motion Carried.**
5. Update on PDT Committee Actions/Discussions
 - a. Software – **will continue with Eventzilla due to anticipated additional PDT expenses (venue and Interpreter \$3K); in addition, Krista Ganes (ABQ Chapter) has offered to be responsible for the Eventzilla set up and tracking, with Elena Tercero (NM Chapter) assisting.**
 - b. Advertisement starts next week – **PDT flyer will be sent out to advertise the PDT as soon as the Eventzilla registration process is complete. Donna Sandoval (ABQ Chapter) has reached out to sponsors already.**
 - c. Speakers – Bryan will follow up with Jolene regarding Major General Ken Nava's availability to speak on leadership at PDT.
6. Treasurer's Report (Elena)
 - a. September 2018 – December 2018 – **Elena absent. Treasurer reports tabled until next meeting. Discussed pending payments in process for State Farm Insurance and reimbursement for Holiday Social for Janet.**
7. Education (Blanca/Kim/James)
 - a. February 6, 2019 GASB Update – **Currently, webinars are offered at no cost to attendees. Discussed pros/cons for charging attendance fees to non-members. In the past, an effort was made to charge non-members a negligible fee. Based on past experience, this was not cost-effective and created a burden (additional workload) for collections, deposits, tracking, etc., with minimal payoff. Additionally, there is an issue with charging a fee for events taking place on government premises. It was noted that the webinars have been an effective member recruiting tool. Recommendation to add the following process to webinars: Blanca (Education Committee) will request member/nonmember status for all registrants. A listing of nonmember attendees will be sent to Bryan Maestas (Membership Chair). Bryan will follow up with nonmembers regarding benefits of membership and link to membership application.**
 - b. Calendar of Events – remainder of year.
 - i. February – **GASB Update Webinar.**

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- ii. March – **Need Speaker.** There is currently nothing scheduled for March. Discussed option of Tax Update, if a speaker can be located. Janet will contact tax preparers. If speaker can not be confirmed, we will select from available webinars; first choice of webinars is March 27 – Cybersecurity.
 - iii. April – PDT – no other events currently scheduled.
 - iv. May – **Fraud / Data Analytics Webinar on 5/15/19 scheduled.**
 - v. June – **Leadership Webinar on 6/12/19 scheduled.**
- 8. Membership (Bryan)
 - a. Membership Report – **Currently we have 219 members; added three new members since last reporting. Bryan will follow up with Welcome letters to new members. Renewal season is approaching. Bryan will track renewals and recommend further action/communication.**
- 9. CGFM (Misty)
 - a. Coordinate CGFM Event w/ABQ – **Tabled until next meeting.**
 - b. CGFM Month – March 2019 – **Misty is working on this.**
- 10. Community Service (Margaret)
 - a. Recap of past events – **Received “Thank You” letter from Carrie Tingley Hospital Foundation for Holiday Social/Fundraiser. Included in newsletter.**
 - b. Future Events – **Janet will follow up with Margaret on Women’s Homeless Shelter information in order to couple fundraiser with upcoming webinar.**
- 11. Accountability and Awards (Jessica) – **Tabled/no activity.**
- 12. Website (Luis)
 - a. Post AGA PDT Announcement – **will be available next week for posting.**
 - b. Get info for google docs access – **Obtain info from Elena.**
- 13. Newsletters: **Articles due by January 31, 2019, to be released by February 5, 2018. Janet provided draft of Newsletter**
 - a. President’s Message (Janet) - **done**
 - b. Listing of Webinars will be included - **done**
 - c. Recap of Community Service December (Margaret); will include Thank you Letter.
 - d. Announce/Save the Date AGA PDT - **done**
 - e. Treasurer’s Report (Elena) – **section will be updated when reports received from Elena.**
- 14. Insurance – Annual professional liability – **Sent bill to Elena for payment – past due. Payment in process. Coverage will lapse February 11.**
- 15. Other:
 - a. Financial Policies and Procedures Review (Jolene) – send copy to CEC for review and revisions. CEC Comments? – **Tabled**
 - b. Chapter Bi-Laws Review - No changes until National provides template. This will occur after this fiscal year.

Next CEC meeting: **2/19 or 2/21 based on CEC availability. Del Charro. Janet will send out email to CEC members.**

Meeting adjourned: **9:30 a.m.**