**CEC Meeting Minutes**

**August 17, 2023**

1. Call to Order

The meeting was called to order at 5:30 pm

1. Attendees

Tammy Beeman, Ashley Bartholomaus, Teresa Allen, Tona Bowen, Melody Ownby, Sarah Burrows, Carmen Todea, Joanna Blackwell, Candace Grossman, Melissa Davis

1. Annual Goals
	1. Increase membership by 10%
		1. Potentially reach out to previous members
	2. Improve communications and involvement with members and community
		1. Keep our website and social media pages updated
			1. Remove CEC emails from the website
		2. Have a greater presence in schools
		3. Work with other related organizations
			1. Connect with other AGA chapters, like our previous collaborations
	3. Commitments and set plan
		1. We want to begin scheduling events well in advance
		2. Some have already been scheduled for both fall and spring
			1. We’d like to have a national speaker scheduled for spring
	4. Google Drive
		1. Add historical data
			1. A running speaker list, so we can reference when looking for future speakers
			2. CEC list that includes past members and positions
2. CEC positions
	1. Everyone should review their individual sections of the policies and procedures for any review or additions needed
	2. There is no set deadline, but we would like to have this updated and approved soon.
		1. Once these are reviewed, we will submit a vote by email to approve the Policies and Procedures, Bylaws, and Strategic Plan for this year.
3. Updating Bank Signers
	1. The current signers are Tammy and Tona, we will update to Tammy, Tona, and Melody.
		1. First – Tona
		2. Second – Sarah
			1. Approved
4. Budget & Financials
	1. Some prior year expenses are still coming through
	2. Our budget includes an 8,000 loss
		1. Our current fund balance is 18,000, so this will use less than half of that
			1. Our fund balance is more than sufficient and there is no reason not to make use of it for our organizations purpose
	3. As our membership increases, we expect our revenue to also increase
		1. We will need to review how much we are currently charging for seminars
	4. Scholarships
		1. As we reach out more to students, we are increasing the amount of scholarships we have available
		2. CGFM scholarship needs more promotion
			1. Consider adding related information to our newsletter, and reaching out to those training for CGFM
5. ACE
	1. Everyone will need to review the strategic plan so we can approve before September 1st
	2. The 990 and required state filings have been completed
	3. Chapter Audit
		1. Needs to be done by September 30th
		2. Financial review needs to be done before next CEC meeting
		3. A non CEC member will need to participate
		4. Vote to have Sarah, Tammy, and Dori perform the chapter audit
			1. First – Melody
			2. Second – Joanne
				1. Approved
6. Meeting Software
	1. Conferences I/O
		1. Due date for payment is soon, the current cost is $300 annually
			1. The annual price is cheaper than our alternatives
		2. It requires using the app, but is useful for CPE
		3. Vote to subscribe to Conferences I/O
			1. First – Melissa
			2. Second – Melody
				1. Approved
	2. Go To Webinar
		1. We have used this in the past for meetings, and it has been useful for hosting online meetings
		2. Vote to subscribe to Go To Webinar
			1. First – Melody
			2. Second – Sarah
				1. Approved
7. Upcoming Events
	1. Fall Seminar
		1. Will be grant focused, including grant writing best practices
			1. Past surveys have mentioned wanting seminars to have more of a theme
	2. September Educational event has been scheduled, we will start communications soon
	3. CEC Meetings
		1. These will all continue to be held on teams
8. Adjournment

Meeting adjourned at 6:42 pm