

CEC Meeting Minutes
August 27, 2020

I. Call to order

The meeting was called to order at 12:03 pm by Nathan Ziegler

II. Name of Attendees and Absentees

Attendees:

Nathan Ziegler, Tammy Beeman, Greg Drake, Kristy Bork, Sarah Burrows, Monica Robinson, Renee Vines, Teresa Allen, Ashley Bartholomaus, Melody Ownby, Eric Biring, Daphne Pevahouse

Absentees:

Teresa Allen, Jennifer Schatzer

III. Approve July Meeting Minutes

- a. Approved by unanimous consent

IV. July Financials

- a. Currently in progress, and will be ready for vote next meeting

V. Fall Seminar

a. Cost

- i. Currently 40 registered
- ii. \$4,500 cost to host event at WRCC
- iii. \$2,250 WRCC cost to cancel (50% of total cost)
- iv. 50 registrations to breakeven (\$4,500/\$90)
- v. Up to \$3,600 cost of refunding difference in virtual training (40x\$90)
- vi. Total cost to cancel: \$5,850 (\$2,250+\$3,600)
- vii. Total cost to host: \$900 (\$4,500-\$3,600)

b. Location

- i. Proposal to host partially in person and partially virtual
 1. Continuing to hold the first day in person would allow us to avoid a cancellation fee, and the second day can be hosted virtually
 2. Cancellation must be done before 30 days prior to event for a 50% cancel fee
- ii. Employers may require employees to pull out of in-person conferences, and not all registrations have paid
- iii. Some speakers may cancel. Local should be fine, but out of town speakers may have issues
- iv. Springfield's mask ordinance currently lasts until mid-October, but it may be extended beyond that date

- v. Proposal to host the first day both in person and virtually, using presentations and voice overs
 - 1. Potentially difficult for speakers, but may allow more attendees
 - 2. We will need to test any virtual processes out ahead of time to avoid day-of troubleshooting
- c. Registration Fees
 - i. \$200 in total, with \$110 in membership dues. \$100 to national, \$5 local, and \$5 to paypal
 - ii. Keep the \$200 registration fee whether the seminar is hosted in person or virtually, as attendees will be receiving the same amount of hours
 - 1. Potentially offer a separate cost for those that can only attend the virtual portion
 - iii. Refunds can be handled on a case by case basis
- d. Virtual Options
 - i. GoTo Webinar
 - 1. Allows some CPE tracking
 - 2. Standard only allows for live. Recording and replay is extra
 - 3. Won't have to pay up front and can test for the fall seminar, but we can subscribe later if it works out well
 - ii. Conferences i/o
 - 1. National AGA has a contract with conferences i/o and encourages chapters to use it for virtual conferences, but it is not required
 - 2. \$250 for an annual subscription
 - 3. Allows for polling questions & has a built in CPE certificate for attendees
 - 4. Includes a board for attendee questions, allows voting on questions viewers would like answered
 - iii. Conferences i/o and GoTo Webinar can be used together
- e. Vote for Fall seminar to include one 8 hour day in person, with additional virtual if viable, and one 4 hour day virtually
 - Motion – Kristy
 - Second – Sarah
 - Motion Approved

VI. Great Southern Card

- a. Old signers were removed. Nathan, Renee, and Tammy were added

VII. ACC 532/632 Class

- a. Nathan spoke with classes and gave a plug for the AGA

- VIII. August 21st Webinar
 - a. 28 attendees
 - i. 20 members, 2 suspended members, 3 from St Louis chapter, and 3 unaffiliated
 - b. The webinar link currently just states that it is free for members. This will need to include the \$10 fee to invoice nonmembers

- IX. Membership
 - a. Monica emailed suspended members. One replied and was retired, but may reinstate as a retiree

- X. Use of Budget Funds
 - a. Budget includes \$125 for community service and \$200 for scholarships
 - b. Nathan requested that everyone bring ideas for how to use these funds for the next meeting

- XI. Annual Registration
 - a. Vote to approve annual filing with secretary of state
 - Motion – Sara
 - Second – Tammy
 - Motion Approved

- XII. Final Review Committee and new policies & procedures
 - a. These will need to be approved by the end of September

- XIII. Next Meeting will be September 24th at 12:00 pm

- XIV. Adjournment
 - a. Meeting adjourned at 1:00 pm by Nathan Zeigler