**Chapter Executive Committee ~ Meeting Minutes ~ April 3, 2024, ~ 12:00pm Soldiers & Sailors or Virtual**

1. Call to Order
   1. Amanda Shoop, Jennifer Neely, Amanda Jandt, Amanda Werre, Fabricio Rodrigues, Nicole DeSloover, Cassandra Ryckman, Ally Kerr
2. Review, addition to, adoption of agenda
3. Approval of Prior Meeting Minutes (Amanda S.)
   1. Fabricio motions to approve, Cassandra seconds. Motion carried.
4. Treasurer’s Report (Jennifer) – balance $43,037.31
   1. Revenues:
      1. $20,320 – PDC Registrations
   2. Expenses:
      1. $71.12 – CGFM Lunch & Learn Pizza
   3. Question on registration prices for speakers – DLA/BFM
      1. Discuss further if becomes an issue.
      2. Accept as presented.
5. Old Business
   1. 2023-2024 Webinars
      1. Matthew’s Training Center Booked:
         1. May 22 – Leadership
   2. 2023 – 2024 National Events:
      1. LEAD! 2024 – Thursday, April 11 – Saturday, April 13 in Baltimore, MD
         1. Emailed Lauren – Let them know no one from SD chapter will be able to attend.
      2. 2024 PDT – July 14-17, 2024, in Denver at the Sheraton Denver Downtown Hotel.
         1. AGA provides a scholarship to help cover for hotel room cost. Deadline is June 11 or until all blocked room are booked, whichever come first.
         2. AJ can forward the email to anyone interested
   3. 2023 – 2024 SD Chapter Events:
      1. Lunch & Learns
         1. Q4: April to June
            1. Keith has been in communication with Jason for a Project Bison update. AJ has been cc in the emails and working on potential dates.
            2. June 17th, 12-1.
   4. Chapter Audit
      1. Matthew Fickbohm is currently working on audit. Has all items needed. No change from previous meeting minutes. But will be reaching out to double check progress.
6. Directors Reports
   1. ACE Reporting (AJ)
   2. Accountability (Sarah)
   3. Bylaws and Procedures (Fabricio)
   4. Certification (Lacey)
      1. Midwest CGFM Study Group
   5. Communications (Nicole)
      1. Get to know CEC Social Media Posts:
         1. December – Sarah
         2. January – Darcy & Jennifer
         3. February – Cody
         4. March – Nicole & Allysen
         5. April – Fabricio & Cassandra
         6. May – Lacey & Amanda W
      2. Please send information to Nicole and AJ.
      3. Will post PDC information again!
   6. Community Service (Allysen)
   7. Early Careers (Cassandra)
   8. Education (Vacant)
   9. Membership (Cody)
   10. Programs & Technical (Amanda W.)
7. New Business:
8. 2024 PDC (April 10 & 11)
   1. Speakers (total $11,600):
      1. Lisa Parker (GASB Update)
         1. Booked April 10th @ 8 am
         2. Virtual
      2. Elizabeth McDowell (Risk Assessments & Ethics) – $4,250
         1. Booked April 10th @ 10 am & 1 pm
      3. John Meyer (Leadership & Building Great Teams) – $3,500
         1. Booked April 10th @ 3 pm
      4. Jim Arnette (Technology Trends and Internal Controls) - $1,150
         1. Booked April 11th @ 8 am
         2. We are only paying for travel as he is an AGA member.
      5. Sheila Weinberg (Budget gimmicks, research & comparison, and ACFR) - $1,500
         1. Booked for April 11th @ 10 am
         2. Will provide raffle ticket entries to get crowd interactions.
      6. Rachel Williams (Bureau Billings/Internal Service Fund)
         1. Booked April 11th @ 1 pm
      7. Eric Berman & Bryn Harari (Succession Planning in Government) – Free/$1,200
         1. Booked for April 11th @ 2 pm
            1. Only speaking for 50 minutes
         2. Eric - Can’t charge to speak since he is AGA member and will be virtual.
         3. Bryn – speaking fee of $1,200 since she is not an AGA member and will be virtual as well.
      8. DLA/BFM ACFR and Single Audit Panel (Allysen Kerr Moderate) – Free
         * 1. ~~Lisa Schofield (DLA)~~ Glenda Goens (DLA)
           2. Rod Fortin (DLA)
           3. Bob Christianson (Retired DLA Manager)

He is not charging AGA to speak and willing to help

* + - * 1. Keith Senger (BFM)
        2. Amanda Werre (BFM)
      1. Booked April 11th @ 3 pm
    1. AJ will send an email to all speakers with her contact information.
    2. Airport pickup
       1. Our chapter is responsible for picking up our speakers who are flying into Pierre. Who usually picks up the speaker? My Place does not have a shuttle to and from the Airport
       2. Amanda Jandt will talk to Sheila and Elizabeth about rides and/or rental.
  1. AGA Speaker Dinner Count
     1. Dinner is at Drifter’s starting at 6:30 on 4/10
     2. Who can all attend?
  2. Day of PDC
     1. We have 117 attendees signed up for this year PDC! With speakers, 122 attendees. Last year we had 119 that included speakers.
        1. 113 are state employees, 2 city employees, and 2 BOR – USD
     2. List of items that need to be completed/brought to PDC. AJ has blocked her schedule all day Friday at S&S to start organizing and preparing:
        1. Print off agendas, raffle prices, name tags & flags including CGFM & AGA, CPE sign-in registration, Sponsor form for the board of accountancy, AGA banners (ordered through Quality Quick Print), raffle prizes (Amanda S), swag items (Amanda S), print off papers for Sheila and Elizabeth, table cloth, cash box, raffle ticket, a clicker (provided by Drifters)
        2. Anything else missing?
           1. Do we have an adapter to a Mac if the presenter wants to use their own computer.
     3. We can’t set up the room until the day of the conference. AJ asked Kayla if we could get there by 6:30 am to start the process based on the schedule we did at the Ramkota
  3. After PDC
     1. Post-Conference Survey
     2. CPE Certificates
     3. Anything else that would need to be completed?
        1. Follow up questions to the speakers
  4. Swag (Amanda S’s Office):
     1. Yeti Can Koozie – Received
     2. Items from 4Imprint (all items have been ordered):
        1. Pen - $580.40 for 150
        2. Hot/cold pack - $350.78 for 150
        3. Bag clips - $301.83 for 250 (250 was minimum quantity)
     3. Consideration for next year:
        1. Deck of cards – depending if funding is available.
  5. Raffle Items (Amanda S’s Office):
     1. Bought (Total Spent $563.14):
        1. Kindle – Bought
           1. $25 Amazon Gift Card – Bought
        2. Wireless Headphones – Bought
        3. Ring Doorbell – Bought
        4. $100 Scheel’s Gift Card – Bought
        5. Adding Tile with each gift – Bought
     2. Raffle Money
        1. AGA matches up to $500. Chapter voted to match the remaining fund.
        2. Prices remained the same for 1 for $2, 3 for $5, and 10 for $10.
        3. Donations are going to Sleep in Heavenly Peace
  6. Update CPE certificates to follow South Dakota Board of Accountancy (Nicole Kasin)
     1. Keith update per email sent 3/7
     2. Did we get the certificate updated?
  7. MyPlace Hotels rooms to book:
     1. John Meyer: April 10
     2. Elizabeth McDowell: April 9 & 10
     3. Lisa Parker: Room cancelled due to being virtual
     4. Sheila Weinberg: April 10 & 11
     5. Jim Arnette: Was able to book his own hotel room at AmericInn
  8. Next Year Date for PDC
     1. City elections are held on the 2nd Tuesday in April
     2. Legislatures are in town on the last Monday of March for Veto Day
     3. Drifter’s available dates:
        1. Available starting March 24 through the entire month of April
           1. AJ is on vacation March 21- 30
        2. Estimated quote based on this year's PDC contract: $10,930.73
           1. Room Rental went up $100 since we signed the contract for 2024 PDC
           2. If we want the room the night before to set up, we receive priority preference but if someone wants to book, Kayla will let us know and will need to make a decision if want to pay the night before
           3. We can decide on a date but sign the contract later
        3. Tuesday April 1 & Wednesday April 2

1. Other Items of Note
   1. Upcoming Webinar:
      1. Leadership – May 22 @ 1pm – Virtual & Matthew’s Training Center
2. Adjourn to next meeting, May 8th.
   1. Fabricio motions to adjourn. Amanda S seconds. Motion carried.

Submitted by Amanda Shoop