**Chapter Executive Committee ~ Meeting Minutes ~ August 7, 2024, ~ 12:15pm Soldiers & Sailors or Virtual**

1. Call to Order
   1. Amanda Jandt, Katie Lowe, Darcy McGuigan, Jessica Duval, Cassandra Ryckman, Amanda Shoop, Brian Englund, Shenal Premarathna, Sarah Wellner, Fabricio Rodriguez,
2. Review, addition to, adoption of agenda
   1. Amanda will add the date.
   2. Darcy motions to approve, Brian seconds. Motion carried.
3. Approval of Prior Meeting Minutes (Amanda S.)
   1. Brian motions to approve, Sarah seconds. Motion carried.
4. Treasurer’s Report (Cassandra) – balance $26,649.77
   1. Revenues:
      1. Chapter Dues - $210.00
   2. Expenses: None
   3. Amanda accepts as presented.
5. Old Business
   1. 2024-2025 Webinars
      1. All 8 webinars have been booked. Calendar invites start at 1 pm but the social hour begins at noon. Everyone should have received calendar invites for all 8 webinars. AJ will add social hour to our invites.
         1. Becker Hanson Building
            1. September 25 – Communications
            2. October 16 – Uniform Guidance & Grant Accounting
            3. December 4 – Internal Controls
            4. April 23 – Data Analytics/Fraud
            5. May 7 – Risk Management
         2. Matthew’s Training Center
            1. November 13 – Ethics
            2. February 5 – GASB Updates
            3. May 28 – Leadership
         3. Will give out a $25 gift card for those who attend the social event. Social hour is from 12:30-1 and the webinar at 1. If you attend both events in person your name will be entered for the $25 gift card. Winners will be announced at the end of the webinar. Board members are not eligible, but expected.
         4. Are we going to have snacks or meals? Last year we provided snacks that were homemade and bought
            1. No, we are going the gift cards.
      2. AJ will be sending out the webinars to AGA members and ACFR contacts for the 2024-2025 year
   2. 2024-2025 SD Chapter Strategic Plan and Goals were submitted to National on 7/23/2024.
   3. 2024 – 2025 National Events:
      1. Internal Control & Fraud Prevention Training – September 19-20,2024, in Washington D.C.
      2. Technology & Transformation Summit – Date: November 6, 2024 in Washington D.C.
      3. National Leadership Training – Date: February 19-20, 2025 in Washington D.C. or Virtual
         1. Katie Lowe interested
      4. LEAD!2025 – TBD
         1. Sarah Wellner interested
   4. 2024 – 2024 SD Chapter Events:
      1. Lunch & Learns
         1. Q1: July to September
         2. Q2: October to December
            1. Amanda looking for a tax update
         3. Q3: January to March
            1. In March have a CGFM L&L
         4. Q4: April to June
   5. Chapter Audit:
      1. AJ needs to reach out to Matthew Fickbohm to ask if he is ok with completing another audit for this year.
6. Directors Reports
   1. ACE Reporting (Darcy)
      1. Pulse Checks are due November 1
   2. Accountability (Sarah)
      1. CCR report is due October 31st
      2. Sarah will get to board in September to review
   3. Bylaws and Procedures (Katie)
      1. Where does Ace Reporting fall under? Is it Article 6 Chapter Executive Committee or Article 7 Chapter Officers
      2. Amanda/Katie will send out for everyone to review and allow the changes.
      3. Amanda Shoop will look at another way to store our money.
   4. Certification (Lacey)
   5. Communications (Nicole)
      1. Get to know CEC Board Members Survey Word Document
   6. Community Service (Allysen)
      1. SHP did not receive check, but Ally resubmitted the match application.
   7. Early Careers (Shenal)
   8. Education (Brian)
   9. Membership (Fabricio)
   10. Programs & Technical (Jessica)
       1. Help with webinar information, PDC set up, coordinating for conference rooms.
7. New Business:
   1. SD\_AGA Chapter Teams Channel
      1. Everyone should have access to the team's channel. The picture is the SD AGA chapter logo
      2. The purpose is to have all documents located in one spot for future reference in case others would leave AGA/state government and no more access to the files.
      3. Sarah Wellner does not think we should use at it is a state benefit and resource.
      4. Amanda Jandt will look into using a Google Meet/Google Drive to use as a resource.
8. 2025 PDC (April 1 & 2, 2025):
   1. Venue - Drifters
   2. Keep doors locked until 7:30am
   3. Speakers:
      1. AJ sent a list of potential speakers to everyone on 7/29/2024.
      2. What are your thoughts on topics and speakers?
      3. Amanda Shoop will reach out to the list that was put together.
   4. Swag:
   5. Raffle Items:
   6. Event insurance:
      1. AJ reached out to find out more information about event insurance, and all they provided was links to buy insurance and didn’t provide too much information.
      2. According to the website below, event insurance covers any liabilities of injuries to guests and/or damage to the venue. It protects you in case of a claim for bodily injury or property at the event.
         1. Cost: $127
         2. <https://www.theeventhelper.com/>
      3. Contract a local place for insurance??
9. Other Items of Note:
   1. Upcoming Webinar:
      1. Communications – September 25 @ DOT Becker Hanson Building, DOT Commission Room
10. Adjourn to next meeting, September 4, 2024.
    1. Amanda S motions to adjourn, Darcy seconds. Motion carried.

Respectfully submitted,

Amanda Shoop