**Chapter Executive Committee ~ Meeting Agenda ~ December 13, 2023, ~ 12:00pm Matthew’s Training Center or Virtual**

1. Call to Order
	1. Amanda Shoop, Tiffany Ripperda, Amanda Jandt, Cassandra Ryckman, Fabricio Rodrigues, Sarah Wellner, Nicole DeSloover, Jennifer Neely, Allysen Kerr
2. Review, addition to, adoption of agenda
	1. Amanda S motions to approve, Amanda J seconds. Motion carried.
3. Approval of Prior Meeting Minutes (Amanda S.)
	1. Nicole motions to approve, Amanda J seconds. Motion carried.
4. Treasurer’s Report (Jennifer) – balance $26,845.38
	1. Revenues: None
	2. Expenses:
		1. $202.50 – CGFM Reimbursement
		2. $100.00 – Scheel’s GC for PDC Raffle
	3. Tiffany accepts as presented.
5. Old Business
	1. 2023-2024 Webinars
		1. Matthew’s Training Center Booked:
			1. December 13 – Risk Management
			2. February 7 – GASB Update
			3. May 22 – Leadership
	2. 2023 – 2024 National Events:
		1. National Leadership Training – February 28-29, 2024, in Washington D.C.
		2. LEAD! 2024 – Thursday, April 11 – Saturday, April 13 in Baltimore, MD
			1. Emailed Lauren – Can attend Friday & Saturday if anyone is interested.
		3. 2024 PDT – July 14-17, 2024, in Denver at the Sheraton Denver Downtown Hotel
	3. 2023 – 2024 SD Chapter Events:
		1. Lunch & Learns
			1. Q3: January to March
				1. March 13, 2024 CGFM L&L @ Matthew’s Training Center
			2. Q4: April to June
				1. In May have Jason Lutz of BFM give an ERP update
	4. Chapter Audit
		1. Matthew Fickbohm is currently working on audit. Has all items needed.
			1. Amanda J will reach out in February.
6. Directors Reports
	1. ACE Reporting (AJ)
		1. Next Pulse Check due 2/1/24
	2. Accountability (Sarah)
		1. Member Satisfaction Survey
			1. 13 responses so far, meet the 10% mark.
			2. Melinda Kruger-Bown and Lisa Schofield win.
		2. December Newsletter
			1. Ready to go and will end out
	3. Bylaws and Procedures (Fabricio)
	4. Certification (Lacey)
		1. Midwest CGFM Study Group
		2. S/O Nicole for earning her CGFM
			1. WOOT WOOT
	5. Communications (Nicole)
		1. Get to know CEC Social Media Posts:
			1. December – Sarah & Fabricio
			2. January – Darcy & Jennifer
		2. Added PARS information and Webinar reminder
	6. Community Service (Allysen)
		1. PARS Holiday Feast Boxes: $1,990 in donations. $3,980 with AGA match. Total of 49.75 boxes donated!
		2. Challenge next year to see who can raise the most.
	7. Early Careers (Cassandra)
	8. Education (Vacant)
	9. Membership (Cody)
		1. Fall Membership Challenge Update:
			1. 4 new members
				1. DOH has one coming
				2. BFM has one coming
				3. DHS has one coming
				4. DLA might have a few?
	10. Programs & Technical (Amanda W.)
7. New Business:
8. 2024 PDC (April 10 & 11)
	1. Day 1 booked
	2. 3 slots available for Day 2
		1. Nicole reached out to CFE Twin Cities Chapter for speakers on fraud or ethics
		2. Amanda J reached out to suggested speaker and is available on April 11th.
		3. Amanda S reached out to Kearny and waiting to hear back
	3. Speakers:
		1. Kelly Paxton (Fraud/Ethics)
			1. Jo isn’t available – Do we want Kelly again this year or skip this year?
		2. Tommy Stevens
		3. Elizabeth McDowell – $4,250 – AJ has been introduced to
			1. Booked April 10th @ 10 & 1
		4. Lisa Parker (GASB Update) – AJ has been introduced to
			1. Booked April 10th @ 8am
			2. Will only have to pay for travel. Cannot charge to speak.
		5. Lisa Schofield (Single Audit)
			1. DLA/BFM ACFR and Single Audit Panel (Allysen Kerr Moderate)
				1. Lisa Schofield (DLA)
				2. Rod Fortin (DLA)
				3. Keith Senger (BFM)
				4. Amanda Werre (BFM)
		6. John Meyer (Leadership & Building Great Teams) – $3,500 - AJ has been introduced to
			1. Booked April 10th @ 3
	4. Swag:
		1. Yeti Can Koozie – Received
		2. Items from 4Imprint:
			1. Amanda Shoop will work on a few things
	5. Raffle Items:
		1. Bought (Total Spent $312.19):
			1. Kindle – Bought
				1. $25 Amazon Gift Card – Need to purchase
				2. Amanda J will buy when she purchases the gift cards from above
			2. Wireless Headphones – Bought
			3. Ring Doorbell – Bought
			4. $100 Scheel’s Gift Card – Bought
			5. Adding Tile with each gift – Need to Purchase
				1. Sarah will buy 4 tiles
	6. Need to update CPE certificates to follow South Dakota Board of Accountancy (Nicole Kasin)
		1. Anyone have time to research? Accountancy.sd.gov
			1. Amanda S reached out. Update the form to take off the compliance statement in the certificate. Have sponsor form and agenda available.
	7. MyPlace Hotels rooms to book:
		1. John Meyer: April 10
		2. Elizabeth McDowell: April 9 & 10
		3. Lisa Parker: Emailed 12/11/23 for date(s) of room needed
	8. What are we raising funds for?
		1. Sleep in Heavenly Peace??
	9. Events
		1. Social Hour – April 10th
		2. Speaker Dinner – April 10th
	10. Raffle
		1. Fill out form with Fort Pierre to conduct the raffle
9. Other Items of Note
	1. Upcoming Webinar:
		1. Risk Management Webinar – December 13 @ 1pm @ Matthew’s Training Center
		2. Uniform Guidance & Grant Accounting – January 17 @ 1pm – Virtual
10. Adjourn to next meeting, January 10, 2024
	1. Amanda S motions to adjourn, Amanda J seconds. Motion carried.