

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

1. Call to Order
 - a. 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
 - a. Amanda S motions to approve, Amanda J seconds. Motion carried.
3. Approval of Prior Meeting Minutes (Amanda S.)
 - a. Nicole motions to approve, Amanda J seconds. Motion carried.
4. Treasurer's Report (Jennifer) – balance \$26,845.38
 - a. Revenues: None
 - b. Expenses:
 - i. \$202.50 – CGFM Reimbursement
 - ii. \$100.00 – Scheel's GC for PDC Raffle
 - c. Tiffany accepts as presented.
5. Old Business
 - a. 2023-2024 Webinars
 - i. Matthew's Training Center Booked:
 1. December 13 – Risk Management
 2. February 7 – GASB Update
 3. May 22 – Leadership
 - b. 2023 – 2024 National Events:
 - i. National Leadership Training – February 28-29, 2024, in Washington D.C.
 - ii. LEAD! 2024 – Thursday, April 11 – Saturday, April 13 in Baltimore, MD
 1. Emailed Lauren – Can attend Friday & Saturday if anyone is interested.
 - iii. 2024 PDT – July 14-17, 2024, in Denver at the Sheraton Denver Downtown Hotel
 - c. 2023 – 2024 SD Chapter Events:
 - i. Lunch & Learns
 1. Q3: January to March
 - a. March 13, 2024 CGFM L&L @ Matthew's Training Center
 2. Q4: April to June
 - a. In May have Jason Lutz of BFM give an ERP update
 - d. Chapter Audit
 - i. Matthew Fickbohm is currently working on audit. Has all items needed.
 1. Amanda J will reach out in February.
6. Directors Reports
 - a. ACE Reporting (AJ)
 - i. Next Pulse Check due 2/1/24
 - b. Accountability (Sarah)
 - i. Member Satisfaction Survey
 1. 13 responses so far, meet the 10% mark.
 2. Melinda Kruger-Bown and Lisa Schofield win.
 - ii. December Newsletter

1. Ready to go and will end out
 - c. Bylaws and Procedures (Fabricio)
 - d. Certification (Lacey)
 - i. Midwest CGFM Study Group
 - ii. S/O Nicole for earning her CGFM
 1. WOOT WOOT
 - e. Communications (Nicole)
 - i. Get to know CEC Social Media Posts:
 1. December – Sarah & Fabricio
 2. January – Darcy & Jennifer
 - ii. Added PARS information and Webinar reminder
 - f. Community Service (Allysen)
 - i. PARS Holiday Feast Boxes: \$1,990 in donations. \$3,980 with AGA match. Total of 49.75 boxes donated!
 - ii. Challenge next year to see who can raise the most.
 - g. Early Careers (Cassandra)
 - h. Education (Vacant)
 - i. Membership (Cody)
 - i. Fall Membership Challenge Update:
 1. 4 new members
 - a. DOH has one coming
 - b. BFM has one coming
 - c. DHS has one coming
 - d. DLA might have a few?
 - j. Programs & Technical (Amanda W.)
7. New Business:
8. 2024 PDC (April 10 & 11)
 - a. Day 1 booked
 - b. 3 slots available for Day 2
 - i. Nicole reached out to CFE Twin Cities Chapter for speakers on fraud or ethics
 - ii. Amanda J reached out to suggested speaker and is available on April 11th.
 - iii. Amanda S reached out to Kearny and waiting to hear back
 - c. Speakers:
 - i. Kelly Paxton (Fraud/Ethics)
 1. Jo isn't available – Do we want Kelly again this year or skip this year?
 - ii. Tommy Stevens
 - iii. Elizabeth McDowell – \$4,250 – AJ has been introduced to
 1. Booked April 10th @ 10 & 1
 - iv. 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.
 - v. Lisa Schofield (Single Audit)

1. DLA/BFM ACFR and Single Audit Panel (Allysen Kerr Moderate)
 - a. Lisa Schofield (DLA)
 - b. Rod Fortin (DLA)
 - c. Keith Senger (BFM)
 - d. Amanda Werre (BFM)
 - vi. John Meyer (Leadership & Building Great Teams) – \$3,500 - AJ has been introduced to
 1. Booked April 10th @ 3
 - d. Swag:
 - i. Yeti Can Koozie – Received
 - ii. Items from 4Imprint:
 1. Amanda Shoop will work on a few things
 - e. Raffle Items:
 - i. Bought (Total Spent \$312.19):
 1. Kindle – Bought
 - a. \$25 Amazon Gift Card – Need to purchase
 - b. 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
 - a. Sarah will buy 4 tiles
 - f. Need to update CPE certificates to follow South Dakota Board of Accountancy (Nicole Kasin)
 - i. 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.
 - g. MyPlace Hotels rooms to book:
 - i. John Meyer: April 10
 - ii. Elizabeth McDowell: April 9 & 10
 - iii. Lisa Parker: Emailed 12/11/23 for date(s) of room needed
 - h. What are we raising funds for?
 - i. Sleep in Heavenly Peace??
 - i. Events
 - i. Social Hour – April 10th
 - ii. Speaker Dinner – April 10th
 - j. Raffle
 - i. Fill out form with Fort Pierre to conduct the raffle
9. Other Items of Note
- a. Upcoming Webinar:
 - i. Risk Management Webinar – December 13 @ 1pm @ Matthew's Training Center
 - ii. Uniform Guidance & Grant Accounting – January 17 @ 1pm – Virtual
10. Adjourn to next meeting, January 10, 2024
- a. Amanda S motions to adjourn, Amanda J seconds. Motion carried.