

Chapter Executive Committee ~ Meeting Minutes ~ February 21, 2024, ~ 12:00pm Soldiers & Sailors or Virtual

1. Call to Order
 - a. Amanda Jandt, Cassandra Ryckman, Amanda Werre, Fabricio Rodriguez, Nicole DeSloover, Sarah Wellner, Amanda Shoop, Keith Senger
2. Review, addition to, adoption of agenda
3. Approval of Prior Meeting Minutes (Amanda S.)
 - a. Amanda Werre moves to approve minutes, Fabricio seconds. Motion carried.
4. Treasurer's Report (Jennifer) – balance \$24,014.38
 - a. Revenues: None
 - b. Expenses:
 - i. \$166.00 – PO Box Rent
 - ii. \$75.00 – (3) \$25 Amazon Gift Cards.
 1. (1) for PDC raffle prize & (2) for completing membership survey
5. Old Business
 - a. 2023-2024 Webinars
 - i. Matthew's Training Center Booked:
 1. 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 – Let them know no one from SD chapter will be able to attend.
 - 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 @ 12 pm Matthew's Training Center
 2. Q4: April to June
 - a. In May have Jason Lutz of BFM give an ERP update
 3. Steve Berg possibly?
 - d. Chapter Audit
 - i. 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
 - a. ACE Reporting (AJ)
 - i. Pulse Check was due and submitted on 2/1/2024. Next pulse check (final) will be in May 1st
 - b. Accountability (Sarah)
 - c. Bylaws and Procedures (Fabricio)
 - d. Certification (Lacey)

- i. Midwest CGFM Study Group
 - e. Communications (Nicole)
 - i. Get to know CEC Social Media Posts:
 - 1. December – Sarah
 - 2. January – Darcy & Jennifer
 - 3. February – Cody
 - 4. March – Nicole & Allysen
 - ii. Please send information to Nicole and AJ.
 - f. Community Service (Allysen)
 - g. Early Careers (Cassandra)
 - h. Education (Vacant)
 - i. Membership (Cody)
 - i. February 9th was the last day for the membership challenge. We had 9 members join during the challenge (Sept – Feb)
 - ii. As of 1/29, we had 5 new members join!
 - iii. AJ did have 1 person reach out and asked how to join AGA.
 - j. Programs & Technical (Amanda W.)
7. New Business:
- a. CGFM/Membership Renewals Town Hall – Sarah attended on 1/25.
 - i. Anything important to share?
 - b. NCC Meeting – AJ attended 2/7.
 - i. Future goals of AGA National and how to have individual chapters achieve their own goals
 - ii. Leadership and board transition- focus on how/checklist if provided.
 - iii. Other chapters in area 3 struggle with membership and speakers for PDC
 - iv. Study Guide/Updating exam for CGFM
 - 1. Small changes to content outline. Changing some questions and numbers. Study guide target date is June 1 with beta testing starting Sept 1-Oct 31.
 - c. Treasurer's Report – Jen attended 2/15
 - i. Anything important to share?
8. 2024 PDC (April 10 & 11)
- a. Speakers (total \$11,600):
 - i. Lisa Parker (GASB Update)
 - 1. Booked April 10th @ 8 am
 - 2. Will only have to pay for travel. Cannot charge to speak.
 - ii. Elizabeth McDowell (Risk Assessments & Ethics) – \$4,250
 - 1. Booked April 10th @ 10 am & 1 pm
 - iii. John Meyer (Leadership & Building Great Teams) – \$3,500
 - 1. Booked April 10th @ 3 pm
 - iv. Jim Arnette (Technology Trends and Internal Controls) - \$1,150
 - 1. Waiting for signed contract
 - 2. Planning for April 11th @ 8 am
 - 3. We are only paying for travel as he is an AGA member.
 - v. Sheila Weinberg (Budget gimmicks, research & comparison, and ACFR) - \$1,500

1. Booked for April 11th @ 10 am
- vi. Eric Berman & Bryn Harari (Succession Planning in Government) – Free/\$1,200
 1. Booked for April 11th @ 2 pm
 - a. 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.
- vii. Lisa Schofield (Single Audit) – Free
 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)
 2. Booked April 11th @ 3 pm
- viii. Looking for one speaker for 50 minutes on April 11th @ 1pm
 1. Any ideas/suggestions?
 2. Rachel Williams and/or Steven Kohler on indirect costs, BIT rates, central service charges, keep it high level to keep relevant to all attendees.
 - a. 7% local members
 - b. 1% federal members
 - c. 5% private sector members
 3. Amanda Werre motions to approve, Keith seconds. Motion carried.
- b. Registration
 - i. Who do we send to? Current members, ACFR Contact list, or is there someone missing?
 1. Send ASAP, Nicole will post it on Facebook.
 - ii. Prices for registration
 1. Have an updated break-even point to help determine prices and will discuss as a group
 - a. Member 1 day - \$160
 - b. Member 2 day - \$250
 - c. Non-member 1 – day \$280
 - d. Non-member 2 – day \$395
 - e. Amanda W motions to approve, Keith seconds. Motion carried.
 2. Mention that the registration form is due by date, but payment is not due until beginning of conference
- c. Swag:
 - i. Yeti Can Koozie – Received
 - ii. Items from 4Imprint:
 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)
 4. Amanda S motions to approve all three items, Amanda W seconds. Motion carried.
 - iii. Consideration for next year:
 1. Deck of cards – depending if funding is available.
- d. Raffle Items:



South Dakota
Chapter

- i. Bought (Total Spent \$563.14):
 - 1. Kindle – Bought
 - a. \$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
- ii. City of Fort Pierre Raffle
 - 1. Dropped off and good to go
- e. Update CPE certificates to follow South Dakota Board of Accountancy (Nicole Kasin)
 - i. Still working on certificates and will have completed before PDC
 - ii. Keith Senger suggests try becoming a member or look into the process?
 - 1. Be sure to communicate during the PDC that the form is needed. Provide the form at the PDC to help the CPAs?
 - iii. Going to see how this year goes and go from there.
- f. MyPlace Hotels rooms to book:
 - i. John Meyer: April 10
 - ii. Elizabeth McDowell: April 9 & 10
 - iii. Lisa Parker: April 9
 - iv. Sheila Weinberg: April 10
- 9. Other Items of Note
 - a. Upcoming Webinar:
 - i. RPA/AI – March 6 @ 1pm – Virtual
- 10. Adjourn to next meeting, March 20.
 - a. Fabricio motions to adjourn, Cassandra seconds. Motion carried.

Respectfully submitted,
Amanda Shoop