**Chapter Executive Committee ~ Meeting Minutes ~ February 12, 2025, ~ 12:15pm Soldiers & Sailors or Virtual**

1. Call to Order
	1. Amanda Jandt, Amanda Were, Tiffany Ripperda, Brian Englund, Amanda Shoop, Darcy McGuigan, Nicole DeSloover, Cassandra Ryckman, Sarah Wellner, Fabricio Rodriguez, Shenal Premarathna,
2. Review, addition to, adoption of agenda
	1. Tiffany motions to approve, Brian seconds. Motion carried.
3. Approval of Prior Meeting Minutes (Amanda S.)
	1. Brian motions to approve, Tiffany seconds. Motion carried.
4. Treasurer’s Report (Cassandra) – balance $17,991.61
	1. Revenues: None
	2. Expenses: $770
		1. P.O. Box Renewal for 2025 - $170
		2. Mid-Dakota Storage Unit Rent for 2025 - $600
	3. Other Note:
		1. Cassandra and AJ will set up a high-yield savings account at U.S. Bank.
	4. Amanda accepts as presented.
5. Old Business
	1. 2024-2025 Webinars
		1. Calendar invites start at 1 pm for the webinar and social hour begins at 12:30 pm.
			1. Becker Hanson Building – Room B17
				1. April 23 – Data Analytics/Fraud
				2. May 7 – Risk Management
			2. Matthew’s Training Center
				1. May 28 – Leadership
			3. The winner at our webinar:
				1. Mary Kay. We had 8 attendees – 3 board members & 5 non-board members
	2. 2024 – 2025 National Events:
		1. National Leadership Training – Date: February 19-20, 2025, in Washington D.C. or Virtual
		2. LEAD!2025 – Date: April 24-26, 2025, in Baltimore, MD
			1. 2 LEAD attendee nominations by February 28th
			2. Jessica is interested – Amanda Jandt will submit a nomination form.
			3. AGA National will cover the full cost.
		3. PDT 2025 – Date: July 27-30, 2025, in Nashville, TN
			1. 2 CEC members are available for the hotel scholarship. Deadline is June 20th
		4. Flight cost
			1. Tiffany motions to approve flight costs for 2 CEC members to PDT, Fabricio seconds. Motion carried.
			2. Possibly reach out to all SD AGA members if they want to go.
	3. 2024 – 2025 SD Chapter Events:
		1. Lunch & Learns
			1. Q3: January to March
				1. Wednesday, March 12 from 12 – 1 pm @ Matthew’s Training Center
				2. AJ will send out an email on 2/19 about the event to all chapter members & ACFR contact list
			2. Q4: April to June
6. Directors Reports
	1. ACE Reporting (Darcy)
		1. Submitted Second Pulse check on January 28th
		2. Final pulse check is due Thursday, May 1st
	2. Accountability (Sarah)
		1. Submitted a revised 2023-2024 CCR report on January 31st
	3. Bylaws and Procedures (Katie)
	4. Certification (Lacey)
		1. CGFM Month Proclamation for March
	5. Communications (Nicole)
		1. Get to know CEC Board Members Survey Word Document
	6. Community Service (Allysen)
	7. Early Careers (Shenal)
	8. Education (Brian)
	9. Membership (Fabricio)
		1. 2 new member join! – 1 from City of Brandon Finance Officer & 1 from BFM ACFR Office
	10. Programs & Technical (Jessica)
		1. Updated the revised 2023-2024 CCR report to our website
7. New Business:
8. 2025 PDC (April 1 & 2, 2025):
	1. Venue – Drifters
	2. Keep doors locked until 7:30 am
	3. Speakers (total $13,650):
		1. Billy Morehead (Internal Controls and Green Book & Ethics) - $1,500
			1. Booked April 1st @ 8:10 am & 1:10 pm
		2. Kurt Schlicker (Subrecipient Monitoring) - $5,000
			1. Booking for April 1st @ 10:10 am
		3. Mark Matteson (Freedom from Fear & Team and Trust Building) - $5,400
			1. Booked April 1st @ 3:10 pm & April 2nd @ 8:10 am
		4. Tommy Stevens (AI & Excel Pivot Tables & Formulas) - $1,750
			1. Book for April 2nd @ 10:10 am & 1:10 pm
			2. What SD data do we want to share with Tommy? AJ sent an email with examples
				1. AJ will redefine what we are giving Tommy.
				2. Will manipulate the data (center and company) so the agency that is used cannot be identified.
				3. Will give Tommy the data and ask him if he can do anything with the data to help and go from there.
		5. Chris Kalafatis & Randy Sherrod (Fraud) - Free
			1. Booked April 2nd @ 3:10 pm
	4. Break-even Point for 2025 PDC
		1. Determine the price to set for registration
			1. Members
				1. 1 day $175
				2. 2 days $265
			2. Non-members
				1. 1 day $295
				2. 2 days $410
			3. Tiffany motions to approve. Fabricio seconds. Motion carried.
		2. Determine what should we order for Swag items
			1. Amanda motions to approve buying the 150 SWAG as presented. Tiffany seconds. Motion carried.
		3. Remove Social Event from this year’s PDC
			1. Amanda motions to approve cancelling the social event. Fabricio seconds. Motion carried.
	5. Registration
		1. The form has been updated beside the price.
			1. Included a statement about lunch, snacks, & refreshments are paid by the chapter
				1. Prices are now updated, as reflected above.
		2. 2 items to discuss as highlighted in yellow on registration form.
			1. Consider registration fees to be non-refundable
				1. March 18th cut off for refund.

Fabricio motions to approve, Brian seconds. Motion carried.

* + - 1. Does someone else want to be the contact person?
				1. Amanda Shoop will be the contact.
		1. Plan to send registration forms the week of February 17-21. Will send the original email from the Gmail account and forward the email to the ACFR contact & Agency Finance Staff list
			1. Needs to be sent out no later than Friday, February 14th.
	1. Swag:
		1. Bluetooth Speakers
		2. Deck of Cards
		3. Pens
		4. Order from AGA National website (notebook, tote bag, sticker)
		5. How much should we order?
			1. Last year had 124 attendees (including speakers)
			2. See above.
		6. How much was spent in the past?
			1. 2024 – total was $4,973.38. The big item was the Yeti Koozies that we bought for $3,783.38.
			2. 2023 - The big item was the power banks that we bought for $3,353.92.
	2. Raffle Items:
		1. Bought ($335.37) Katie has all raffle items:
			1. The only items left to buy are gift cards (Netflix & Amazon gift cards)
			2. Prize 1: Movie Night (Amazon Fire Stick, Heated Blanket, & $30 Netflix gift card)
			3. Prize 2: Backyard Social (Steal Fire Pit, Marshmallow roasting sticks, and yeti koozies)
			4. Prize 3: Camping Season (Coleman cooler, grill accessories, digital meat thermometer, and yeti koozies)
			5. Prize 4: Relaxation ($15 Amazon gift card and Amazon Kindle)
		2. City of Fort Pierre Raffle Notification
			1. AJ dropped the form off and we are good to go
		3. Prices on raffle tickets:
			1. 1 for $2, 3 for $5, and 10 for $10. Keep the same price from last year?
				1. Amanda Werre motions to keep the same rates. Tiffany seconds. Motion carried.
			2. Does our chapter want to match? National will match the first $500 and our chapter to match the remaining difference.
				1. Tiffany motions to match. Fabricio seconds. Motion carried.
			3. Donations are going to Governor’s Grocery Program
	3. Other PDC preparation items:
		1. Volunteer sign-up sheet for before and day of PDC
		2. AGA Speaker Dinner
			1. Tuesday April 1st or Wednesday April 2nd
				1. FYI: Drifter is closed on Tuesday
				2. Ask the speakers what day would work best for them.
		3. Anything else that is missing?
1. Other Items of Note:
	1. Upcoming Events:
		1. Treasurer’s Quarterly Chat – February 27th @ 2 pm
2. Adjourn to next meeting, March 5th, 2025.
	1. Fabricio motions to adjourn, Brian seconds. Motion carried.

Respectfully submitted,

Amanda Shoop