

Chapter Executive Committee ~ Meeting Minutes ~ January 10, 2024, ~ 12:00pm Soldiers & Sailors or Virtual

1. Call to Order
 - a. Amanda Shoop, Amanda Jandt, Cassandra Ryckman, Jennifer Neely, Sarah Wellner, Amanda Werre, Nicole DeSloover, Allysen Kerr, Cody Papke, Darcy McGuigan
2. Review, addition to, adoption of agenda
3. Approval of Prior Meeting Minutes (Amanda S.)
 - a. Ally motions to approve, Cassandra seconds. Motion carried.
4. Treasurer's Report (Jennifer) – balance \$24,255.38
 - a. Revenues: None
 - b. Expenses:
 - i. \$1,990 – PARS Holiday Meals Match
 - ii. \$600 – Mid Dakota Storage
 - c. Accept as presented.
 - d. PO Box due soon.
 - e. Working on the 1099 forms to sent out.
5. Old Business
 - a. 2023-2024 Webinars
 - i. Matthew's Training Center Booked:
 1. February 7 – GASB Update
 - a. Cassandra will bring snacks.
 2. 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
 - b. Amanda Shoop will help Lacey
 2. Q4: April to June
 - a. In May have Jason Lutz of BFM give an ERP update
 - b. Touch base next month to discuss a timeline of when we should reach out to Jason
 - d. Chapter Audit
 - i. Matthew Fickbohm is currently working on audit. Has all items needed.
 - ii. Reached out to Jen and AJ on December 18 for additional information to complete our chapter audit and meet the required standards



South Dakota
Chapter

6. Directors Reports
 - a. ACE Reporting (AJ)
 - i. Next Pulse Check due 2/1/24
 - b. Accountability (Sarah)
 - i. [Sent the correct December newsletter](#)
 - 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. Cody – February
 - ii. [Posted the revised version of the newsletter](#)
 - f. Community Service (Allysen)
 - i. [Keith did NOT get Ally the check that he owed for the fundraiser](#)
 - g. Early Careers (Cassandra)
 - h. Education (Vacant)
 - i. Membership (Cody)
 - i. Fall Membership Challenge Update: 4 new members joined 12/12/2023.
 - ii. Ran report 1/7/2024
 - iii. [Amanda Shoop sent the email out. Sending out a reminder for the membership drive.](#)
 - j. Programs & Technical (Amanda W.)
7. New Business:
 - a. [Where should we send information to?](#)
 - i. [Members? ACFR contacts? Where?](#)
 - b. [Nashville Webinar](#)
 - i. [Winter Webinar that they would like to share with our chapter](#)
8. 2024 PDC (April 10 & 11)
 - a. Speakers:
 - i. Sheila Weinberg & Christine Kruglin
 1. Have been communicating via email with Judi Willard
 2. Topics include a variety of budget gimmicks, research/comparing SD to other state resources and Financial Data Transparency Act (relates to filing the ACFR)
 3. Sent follow -up email on 1/7/2024
 4. [Sheila - \\$1,500 includes travel](#)
 5. [Christine would be virtual or play a prerecorded video](#)
 6. [Is Sheila able to speak on budget gimmicks and research/comparing SD to other states for the full time slot without having Christine?](#)
 - ii. Tommy Stevens (Back up if needed)
 - iii. Elizabeth McDowell – \$4,250 – AJ has been introduced to
 1. Booked April 10th @ 10 & 11
 - 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
 - vii. We are still looking for 2-3 speakers for a total of 6 hours.
 - viii. [Speaker from AGA Webinar – Chris Kraft on AI](#)
 1. [Amanda Shoop will reach out](#)
 - ix. [Amanda Jandt to reach out to National](#)
 - b. Swag:
 - i. Yeti Can Koozie – Received
 - ii. Items from 4Imprint:
 1. [Chip clip, pen, stress balls, playing cards](#)
 - c. Raffle Items:
 - i. Bought (Total Spent \$312.19):
 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 – Need to Purchase
 - a. [Sarah will purchase](#)
 - ii. City of Fort Pierre Raffle
 1. Who do we want to sponsor?
 - a. [Sleep in Heavenly Peace](#)
 - i. [Amanda Shoop motions, Ally seconds. Motion carried.](#)
 2. Will be dropping raffle notice before the end of the month.
 - d. Need to update CPE certificates to follow South Dakota Board of Accountancy (Nicole Kasin)
 - i. Anyone have time to research? Accountancy.sd.gov
 - ii. [Email Amanda Shoop the form and she will correct it.](#)
 - e. MyPlace Hotels rooms to book:
 - i. John Meyer: April 10
 - ii. Elizabeth McDowell: April 9 & 10
 - iii. Lisa Parker: April 9
9. Other Items of Note
- a. Upcoming Webinar:
 - i. Uniform Guidance & Grant Accounting – January 17 @ 1pm – Virtual
 - ii. GASB Update – February 7 @ 1pm – Matthew's Training Center
10. Adjourn to next meeting, February 14, 2024



- a. Ally motions to adjourn, Amanda W seconds. Motion Carried.

Respectfully submitted by Amanda Shoop, Secretary.