

**Chapter Executive Committee ~ Meeting Minutes ~ March 20, 2024, ~ 12:00pm Soldiers & Sailors
or Virtual**

1. Call to Order
 - a. Amanda Jandt, Amanda Werre, Amanda Shoop, Cassandra Ryckman, Nicole DeSloover, Sarah Wellner, Allysen Kerr, Jennifer, Neely, Fabricio Rodriguez, Darcy McGuigan
2. Review, addition to, adoption of agenda
3. Approval of Prior Meeting Minutes (Amanda S.)
 - a. Amanda W moves to accept with changes, Fabricio seconds. Motion carried.
4. Treasurer's Report (Jennifer) – balance \$22,788.43 Amanda Jandt accepts as presented.
 - a. Revenues:
 - i. \$40 – Chapter Dues
 - b. Expenses:
 - i. \$75.95 – (4) Tiles for PDC raffle items
 - ii. \$1,190.00 – PDC Swag (Pens, Hot/Cold Pack, & Bag Clips)
5. Old Business
 - a. 2023-2024 Webinars
 - i. Matthew's Training Center Booked:
 1. May 22 – Leadership
 - b. 2023 – 2024 National Events:
 - i. 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.
 - ii. 2024 PDT – July 14-17, 2024, in Denver at the Sheraton Denver Downtown Hotel. AJ has information in her email if anyone is interested in going.
 - 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
 - b. We have a total of 7 attendees. 2 from DHS and 5 on the board.
 - c. Great turn out with great questions!
 2. Q4: April to June
 - a. In May have Jason Lutz of BFM give an ERP update. Does someone want to reach out and ask Jason if he would be interested in speaking?
 - b. Keith will contact him.
 - 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)
 - b. Accountability (Sarah)



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- i. Newsletter coming out by the end of the month.
 - c. Bylaws and Procedures (Fabricio)
 - d. Certification (Lacey)
 - i. Midwest CGFM Study Group
 - ii. Did submit to the Governor's office and have not heard back?
 - 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
 - 5. April – Fabricio & Cassandra
 - ii. Please send information to Nicole and AJ.
 - f. Community Service (Allysen)
 - g. Early Careers (Cassandra)
 - h. Education (Vacant)
 - i. Membership (Cody)
 - j. Programs & Technical (Amanda W.)
- 7. New Business:
 - a. IRS Name Change to South Dakota Chapter of AGA
 - i. Thanks Jen for completing this task
- 8. 2024 PDC (April 10 & 11)
 - a. Speakers (total \$11,600):
 - i. Lisa Parker (GASB Update)
 - 1. Booked April 10th @ 8 am
 - 2. Virtual
 - 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. Booked April 11th @ 8 am
 - 2. 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. Rachel Williams (Bureau Billings/Internal Service Fund)
 - 1. Booked April 11th @ 1 pm
 - vii. 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.
 - viii. Lisa Schofield (Single Audit) – Free

1. DLA/BFM ACFR and Single Audit Panel (Allysen Kerr Moderate)
 - a. ~~Lisa Schofield (DLA)~~ Glenda Goens (DLA)
 - b. Rod Fortin (DLA)
 - c. Bob Christianson (Retired DLA Manager)
 - i. He is not charging AGA to speak and willing to help
 - d. Keith Senger (BFM)
 - e. Amanda Werre (BFM)
2. Booked April 11th @ 3 pm
- b. Q&A Sessions
 - i. We have only 1 response of N/A for questions. Let's brainstorm some ideas/questions and fill in the google form.
 - ii. Amanda Shoop will send out an email to participants about questions that might be have. Also send out to finance officers for agencies who have registered for possible questions.
 - iii. Will follow up with 30 minute meeting to go over questions.
- c. AGA Speaker Dinner Count
 - i. Dinner is at Drifter's starting at 6:30 on 4/10
 - ii. Who can all attend? Will solidify at the April 3rd meeting
 1. Tiffany Ripperda, Amanda Jandt, Amanda Werre, Elizabeth McDowell, John Meyer, Sheila Weinberg, Fabricio Rodriguez
- d. Day of PDC
 - i. Volunteer form: Is anyone interested in signing up to introduce speakers and handle CPE form?
 - ii. As of 3/19, we've 85 attendees! The due date for registration forms is next week Thursday, March 28
 1. AJ plans to send a reminder email next week Monday
 2. Complete.
 - iii. List of items that need to be complete
 1. Print off agendas, name tags, CPE sign-in registration, Sponsor form for the board of accountancy, 4imprint banner (may not get here in time for PDC but would like to get it ordered), prep raffle items in bags/presentable, prep swag items.
 - a. Amanda Shoop will stuff koozies with swag.
 - b. Amanda Jandt trying to get banner ordered.
 - i. Will check at Vistaprint, Quality Quick Print, JC Printing?
 2. Anything else missing?
 - a. Table cloths?
 - b. Name tag flags for CGFM?
 - c. Check out the set up for where registration and raffle tickets will be?
- e. Swag:
 - i. Yeti Can Koozie – Received
 - ii. Items from 4Imprint (all items have been ordered):
 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)
 - iii. Consideration for next year:
 1. Deck of cards – depending if funding is available.

- f. Raffle Items:
 - i. Prices on raffle tickets:
 - 1. 1 for \$2, 3 for \$5, and 10 for \$10
 - a. Amanda Werre moves to approve, Fabricio seconds. Motion carried.
 - 2. Does our chapter want to match?
 - a. AGA matches up to \$500
 - b. Amanda Shoop moves to match the remaining match, Amanda Werre seconds. Motion carried.
 - 3. Donations are going to Sleep in Heavenly Peace
 - ii. Bought (Total Spent \$563.14): Amanda Shoop can make them presentable and Fabricio will transport to the PDC.
 - 1. Kindle – Bought
 - a. \$25 Amazon Gift Card – Bought (AJ's desk)
 - 2. Wireless Headphones – Bought
 - 3. Ring Doorbell – Bought
 - 4. \$100 Scheel's Gift Card – Bought (AJ's desk)
 - 5. Adding Tile with each gift – Bought (AJ's desk)
 - g. Update CPE certificates to follow South Dakota Board of Accountancy (Nicole Kasin)
 - i. Keith update per email sent 3/7
 - ii. We need to have the certificate changed as we are not a sponsor. Keith wants to have the forms prefilled out as a courtesy to the CPAs.
 - h. MyPlace Hotels rooms to book:
 - i. John Meyer: April 10
 - ii. Elizabeth McDowell: April 9 & 10
 - iii. Lisa Parker: Room cancelled due to being virtual
 - iv. Sheila Weinberg: April 10 & 11
 - 1. Needed 1 additional night due to flights.
 - i. What if someone only wants to attend one session? Do they need to register?
 - i. Yes, need to register. There is a 1-day option, and they can choose what sessions they want to attend.
 - j. Next year dates
 - i. April 8th & 9th or April 9th & 10th
 - ii. Do we want to move up a week to allow board members to attend LEAD?
 - 1. Last week in March or first week in April?
9. Other Items of Note
- a. Upcoming Webinar:
 - i. Leadership – May 22 @ 1pm – Virtual & Matthew's Training Center
10. Adjourn to next meeting, April 3.
- a. Amanda Werre moves to adjourn, Cassandra seconds. Motion carried.

Respectfully submitted, Amanda Shoop.