**Chapter Executive Committee ~ Meeting Minutes ~ November 6, 2024, ~ 12:15pm Soldiers & Sailors or Virtual**

1. Call to Order
	1. Amanda Jandt, Shenal Premarathna, Brian Englund, Katie Lowe, Keith Senger, Amanda Shoop, Tiffany Ripperda, Ashley Bruzek, Nicole DeSloover, Jessica Duval, Sarah Wellner, Ally Kerr, Cassandra Ryckman
2. Review, addition to, adoption of agenda
	1. Keith motions to approve, Nicole seconds. Motion carried.
3. Approval of Prior Meeting Minutes (Amanda S.)
	1. Section 8, Part C, Subpart II, the minutes for “Amanda Shoop – go for it! State Panel would be a good if possible” should be a 3 bullet point and not a sub-point under option 2.
	2. Brian motions to approve, Sarah seconds. Motion carried.
4. Treasurer’s Report (Cassandra) – balance $21,125.28
	1. Revenues: None
	2. Expenses: $5,425.00
		1. Webinar Gift Card prize to Dakotamart - $25
		2. Mark Matteson prepayment - $5,400
	3. Other Note:
		1. Cassandra and AJ will go to U.S. Bank to set up a high-yield savings account once ACFR season is complete.
	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. December 4 – Internal Controls
				2. April 23 – Data Analytics/Fraud
				3. May 7 – Risk Management
			2. Matthew’s Training Center
				1. November 13 – Ethics
				2. February 5 – GASB Updates
				3. May 28 – Leadership
			3. Who would like to be in charge of the following webinars?
				1. November 13- Katie and AJ
				2. December 4- Katie & Jessica
			4. $25 gift card for those who attend the social hour and webinar.
				1. 2 Gift Card Choice? - Popcorn place (11/13) and Kitchen store (12/4)
			5. The winner at last month’s webinar was Dana Duffy. We had 23 attendees – 7 board members and 16 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 – TBD
		3. PDT 2025 – Date: July 27-30, 2025, in Nashville, TN
	3. 2024 – 2025 SD Chapter Events:
		1. Lunch & Learns
			1. Q2: October to December
			2. Q3: January to March
				1. In March have a CGFM L&L
			3. Q4: April to June
	4. Chapter Audit:
		1. Matt has received the final CCR report to help finalize his chapter audit report.
			1. AJ will buy a $50 gift card to the movie theater as a thank you and appreciation for completing this task.
6. Directors Reports
	1. ACE Reporting (Darcy)
		1. Submitted the first pulse check
		2. The next Pulse Check is due February 1
	2. Accountability (Sarah)
		1. Membership Survey – Sending out a membership survey through Gmail account once complete.
		2. CCR is done and submitted
	3. Bylaws and Procedures (Katie)
		1. Submitted bylaws through the pulse check.
	4. Certification (Lacey)
	5. Communications (Nicole)
		1. Get to know CEC Board Members Survey Word Document
		2. CCR posted on FB
		3. Ethics webinar is posted on FB
	6. Community Service (Allysen)
		1. PARS Holiday Thanksgiving and Christmas Feast Boxes. Do we want the chapter to match the funds raised?
		2. Brian Motion to match AGA membership donations, Sarah seconds. Motion Carried
	7. Early Careers (Shenal)
		1. Sending out emails to universities
	8. Education (Brian)
		1. Email sent out on 10/28/2024
		2. Last year we agreed to give out 2 scholarships related to academics only (zero applied).
	9. Membership (Fabricio)
	10. Programs & Technical (Jessica)
		1. Going to update the 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 $6,900):
		1. Mark Matteson (Freedom from Fear & Team and Trust Building) - $5,400
			1. Booked April 1st @ 3pm & April 2nd @ 8 am
		2. Billy Morehead (Internal Controls and Green Book & Fraud and Ethics) - $1,500
			1. Booked April 1st @ 8 am & 1 pm
		3. Tommy Stevens
			1. Looking for 2 sessions – April 2nd @ 10 am & 1 pm
			2. Potential Topics
				1. K2’s Eight Awesome PivotTable Features (page 56)
				2. K2’s Ten “Must-Know” Features In Excel (page 71)
				3. K2’s Top Tech Productivity Tips And Tricks (page 75)
				4. K2’s Top Ten Outlook Tips (page 76)
				5. Get him to speak on AI, formulas/pivot tables.
		4. Kurt Schlicker or someone else from Eide Bailly (Subrecipient monitoring)
			1. 1 session – April 1st @ 10 am
				1. Going with Kurt
		5. DLA Panel? – Do a Mixed panel of DLA, BFM and other agencies
			1. 1 session – April 2nd @ 3pm
			2. Get various agencies to talk about risk assessments.
				1. Decide topics in Feb/March
	4. Swag:
		1. Bluetooth Speakers
		2. Deck of Cards
		3. Pens
		4. AJ has communicated with Darcy and hoping to have other samples to choose from as part of our swag
		5. 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.
	5. Raffle Items ($150.79):
		1. Prize 1: Movie Night
			1. Amazon Fire Stick
			2. Heated Blanket
			3. $30 Netflix gift card
		2. Prize 2: Backyard Social
			1. Steal Fire Pit – Bought
			2. Marshmallow Roasting Sticks
			3. 1 black and 1 white yeti koozies – in storage unit
		3. Prize 3: Camping Season
			1. Coleman cooler – Bought
			2. Grill Accessories
			3. Digital Meat Thermometer
			4. 1 black and 1 white yeti koozies – in storage unit
		4. Prize 4: Relaxation
			1. $15 Amazon gift card
			2. Amazon Kindle
9. Other Items of Note:
	1. Upcoming Webinar:
		1. Ethics – November 13 @ Foss Building, Matthew’s Training Center
			1. Social Hour begins at 12:30 pm
		2. Treasurer’s Quarterly Chat – November 14 @ 2pm
		3. Internal Controls – December 4 @ DOT Becker Hanson Building, Room B17
			1. Social hour begins at 12:30 pm
10. Adjourn to next meeting, December 11, 2024.
	1. Keith motions to adjourn, Brian seconds. Motion carried.