**Chapter Executive Committee ~ Meeting Minutes ~ October 9, 2024, ~ 12:15pm Soldiers & Sailors or Virtual**

1. Call to Order
   1. Amanda Jandt, Fabricio Rodriquez, Cassandra Ryckman, Shenal Premarathna, Brian Englund, Jessica Duval, Katie Lowe, Sarah Wellner, Nicole DeSloover
2. Review, addition to, adoption of agenda
   1. Added Webmaster to New Business
   2. Brian motions to approve, Sarah seconds. Motion carried.
3. Approval of Prior Meeting Minutes (Amanda S.)
   1. Brian motions to approve, Katie seconds. Motion carried.
4. Treasurer’s Report (Cassandra) – balance $26,550.28
   1. Revenues: None
   2. Expenses:
      1. Webinar Gift Card prize to Branding Iron - $25
   3. Other Note:
      1. Update on saving account research?
      2. Brian looked at U.S. Bank in town and thinks that is the best option. 4.1%? Should set up a high yield checking or business savings account there.
      3. Sarah motions to have the two signers that are on the current savings account (Amanda J. and Cassandra R.) to look into this and set this up. Brian E. seconds. Motion carried.
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. October 16 – Uniform Guidance & Grant Accounting
            2. December 4 – Internal Controls
            3. April 23 – Data Analytics/Fraud
            4. May 7 – Risk Management
         2. Matthew’s Training Center
            1. November 13 – Ethics
            2. February 5 – GASB Updates
            3. May 28 – Leadership
         3. $25 gift card for those who attend social hour and webinar.
            1. Gift Card Choice? Brian - Dakotamart gift card for drawing.
         4. Who would like to be in charge of the October 16 webinar?
            1. Katie and Fabricio will set it up. Jessica, Amanda J, and Sarah will be there too.
         5. The winner at last month’s webinar was Melinda Kruger. We had a total of 5 attendees – 3 board members and 2 non-board members.
   2. 2024 – 2025 National Events:
      1. Technology & Transformation Summit – Date: November 6, 2024, in Washington D.C. or Virtual
      2. National Leadership Training – Date: February 19-20, 2025, in Washington D.C. or Virtual
      3. LEAD!2025 – TBD
      4. 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 is waiting for the final version of Chapter CCR. Once received, he will review and finalize his work for the chapter audit!
      2. Should we give Matt a gift card as a thank you? Last year, we gave him a swag item as he was not able to attend PDC.
         1. Sarah motioned for $50 gift card for the movie theater as a gift to Matt. Nicole seconds. Motion carried.
         2. Amanda J. will get the gift card.
   5. AGA Drives/Access points
      1. Everything has been saved on the AGA Google Drive.
      2. The Teams channel has been deleted.
6. Directors Reports
   1. ACE Reporting (Darcy)
      1. Pulse Checks are due November 1
   2. Accountability (Sarah)
      1. CCR report is due October 31st
         1. Sarah will send out final for everyone to review.
         2. AGA does not stand for anything. It is just AGA.
      2. Do we want to post on our social media pages and website?
         1. Yes
   3. Bylaws and Procedures (Katie)
      1. Bylaws are good for now.
      2. Think about having a member meeting at the end of PDC to get the number of votes we need to update items
   4. Certification (Lacey)
   5. Communications (Nicole)
      1. Get to know CEC Board Members Survey Word Document
      2. Communication Townhall meeting update
         1. Learned about how to improve social media posts.
   6. Community Service (Allysen)
   7. Early Careers (Shenal)
      * 1. Shenal contacted friends at USD and got a list of email addresses and is going to send information to them and professors.
   8. Education (Brian)
   9. Membership (Fabricio)
      1. 1 new member joined and is a student from USD
   10. Programs & Technical (Jessica)
7. New Business:
   1. Webmaster – Who would like to maintain the SD AGA Website and be the webmaster?
      1. Jessica Duval will help keep the website updated.
8. 2025 PDC (April 1 & 2, 2025):
   1. Venue - Drifters
   2. Keep doors locked until 7:30am
   3. Speakers:
      1. We didn’t get enough speaker input/vote from the email sent out last month and have potential speakers asking for an update from Amanda S.
      2. Vote on the speaker option per AGA Speaker Options Excel on which speakers we want:
         1. Option 1
         2. Option 2
         3. Amanda Shoop – go for it! State Panel would be good if possible.
   4. Swag:
      1. Deck of cards, poker chips?
         1. How much is a deck of cards?
      2. Bluetooth speaker?
         1. Imprint has some.
      3. Pens?
      4. Socks?
         1. Look at how much was spent last year…
   5. Raffle Items:
      1. Any ideas?
         1. Firestick, Tile?
         2. 4 baskets. About $500 total.
         3. Katie is going to research what to put in the baskets.
   6. Event insurance:
      1. AJ reached out to a couple of local insurance companies in Pierre and here is what I found:
         1. Bankwest – no response
         2. State Farm – For what we want, Nate had recommended doing an annual event insurance to save on money. However, I don’t believe this would be directly through State Farm and another third party.
            1. Cost: N/A
         3. American Family – Covers for the 2 days, but again not directly through American Family and through another third party.
            1. Cost for general: $500 - $1,620 and can add additional coverage
            2. Cost for general or liquor: $375 - $1,215 or $525 - $653 as you can choose either one according to agent. Can add additional coverage

Liquor does cover if someone drinks/drives and causes an accident

* + 1. Website option from the August Agenda meeting that only covers any liabilities of injuries to guests and/or damage to the venue. It projects you as in case of a claim for bodily injury or property at the event.
       1. Cost: $127
    2. No event insurance is needed for the PDC.

1. Other Items of Note:
   1. Upcoming Webinar:
      1. Communications – October 16 @ DOT Becker Hanson Building, Room B17
         1. Social hour begins at 12:30 pm
2. Adjourn to next meeting, November 6, 2024.
   1. Fabricio motions to adjourn, Jessica seconds. Motion carried.

Respectfully submitted,

Cassandra Ryckman