**Chapter Executive Committee ~ Meeting Minutes ~ September 4, 2024, ~ 12:15pm Soldiers & Sailors or Virtual**

1. Call to Order
	1. Amanda Were, Amanda Jandt, Amanda Shoop, Fabricio Rodriquez, Cassandra Ryckman, Shenal Premarathna, Brian Englund, Tiffany Ripperda, Jessica Duval, Allysen Kerr
2. Review, addition to, adoption of agenda
	1. Change title to meeting ‘Agenda’.
	2. Amanda S motions to approve, Fabricio seconds. Motion carried.
3. Approval of Prior Meeting Minutes (Amanda S.)
	1. Fabricio motions to approve, Brian seconds. Motion carried.
4. Treasurer’s Report (Cassandra) – balance $26,575.28
	1. Revenues: None
	2. Expenses:
		1. Lunch for July’s meeting - $74.49
	3. Other Note:
		1. At the treasurer’s quarterly chat, a question about putting funds in a high-yield savings account or CDs was asked. According to national AGA or SD bylaws, there are no restrictions saying we can’t do that. So our chapter could open a savings account if interested.
		2. Brian did some research and found a savings account around 4%. Brian will find the best situation and come back with an update.
5. Old Business
	1. 2024-2025 Webinars
		1. All 8 webinars have been booked. Calendar invites start at 1 pm. Social hour begins at 12:30 pm. Everyone should have received calendar invites for all 8 webinars and social hour at 12:30 pm.
			1. Becker Hanson Building
				1. September 25 – Communications
				2. October 16 – Uniform Guidance & Grant Accounting
				3. December 4 – Internal Controls
				4. April 23 – Data Analytics/Fraud
				5. 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?
			4. Who would like to be in charge of the September 25 webinar?
				1. Branding Iron Bistro
				2. Amanda J will send out email with all the dates and topics and update them on the social networking time.
				3. Fabricio, Cassandra, and Shenal will all help.
	2. 2024 – 2025 National Events:
		1. Internal Control & Fraud Prevention Training – September 19-20,2024, in Washington D.C.
		2. Technology & Transformation Summit – Date: November 6, 2024 in Washington D.C.
		3. National Leadership Training – Date: February 19-20, 2025 in Washington D.C. or Virtual
			1. Katie Lowe
		4. LEAD!2025 – TBD
			1. Sarah Wellner
		5. National PDT – July 27-30 in Nashville
			1. Darcy McGuigan
			2. Amanda Werre
	3. 2024 – 2025 SD Chapter Events:
		1. Lunch & Learns
			1. Q1: July to September
			2. Q2: October to December
			3. Q3: January to March
				1. In March have a CGFM L&L
			4. Q4: April to June
	4. Chapter Audit:
		1. AJ found the email chain for the chapter audit and followed up with Matthew Fickbohm on completing another audit for this year.
	5. AGA Drives/Access points
		1. Teams Channel
			1. Pros: Easy Access. Can easily move files from one drive, network drive, one drive to team channel
			2. Cons: Not everyone has access, especially those who are outside the state network. On-state network drive when AGA is not part of the state.
		2. Google Drives
			1. Pros: Does work on a state computer/access to the shared drive
			2. Cons: Must have a Google account in order to get access (personal, not state emails). Some files aren’t readable and trying to figure out a solution (still looking into what is happening)
		3. What would we like to do as the board? No invites have been sent due to trying to troubleshoot first. Keep all documents within the AGA Gmail Google drive.
6. Directors Reports
	1. ACE Reporting (Darcy)
		1. Pulse Checks are due November 1
	2. Accountability (Sarah)
		1. CCR report is due October 31st
		2. Collected college professor contacts and will reach out to Fabricio for recruiting student members.
	3. Bylaws and Procedures (Katie)
		1. Still working on updating. AJ still needs to review the suggested changes and determine the next step.
	4. Certification (Lacey)
	5. Communications (Nicole)
		1. Get to know CEC Board Members Survey Word Document
	6. Community Service (Allysen)
		1. Sleep in Heavenly Peace check finally mailed out.
	7. Early Careers (Shenal)
		1. Will work with Fabricio on the email for recruitment and the Datathon
	8. Education (Brian)
	9. Membership (Fabricio)
		1. Try and be move active in the community so people are aware and want to join
		2. Do we want to reach out to BIT or BHR to expand our membership?
	10. Programs & Technical (Jessica)
7. New Business:
8. 2025 PDC (April 1 & 2, 2025):
	1. Venue - Drifters
	2. Keep doors locked until 7:30am
	3. Speakers:
		1. Detailed list on Excel attachment of AGA Speakers
		2. Option 1 - $17,000
			1. Billy Moorehead - $2,500
				1. Session 1: Internal controls & green book update
				2. Session 2: Fraud & Ethics
			2. Lisa Park – Free besides travel (est. $2,000)
				1. GASB Updates
			3. Mark Matteson - $5,400 + travel
				1. Would choose 2 sessions out of his topics
				2. Topics: Working from home, freedom of fear, rapid changes, customer services excellent, team trust building
			4. Kurt Schlicker – (est. 2,000 + travel)
				1. Subrecipient monitoring
			5. Tommy Stevens - $1,750 (total of 2 sessions) + travel
				1. Excel
		3. Option 2 - $12,500
			1. Billy Moorehead - $2,500
				1. Session 1: Internal controls & green book update
				2. Session 2: Fraud & Ethics
			2. Lisa Parker – Free besides travel (est. $2,000)
				1. GASB Updates
			3. Gregg Lowe - ?
				1. Leadership & Communication
			4. Kurt Schlicker – (est. 2,000 + travel)
				1. Subrecipient monitoring
			5. Tommy Stevens - $1,750 (total of 2 sessions) + travel
				1. Excel
			6. State Panel – Free
			7. Amanda Shoop will follow up on the speakers and get a group email sent out to move forward.
	4. Swag:
		1. Any ideas?
		2. Does someone want to take a look at items and provide feedback at the next meeting?
		3. Deck of Cards, Poker chips.
	5. Raffle Items:
		1. Any ideas?
	6. Event insurance:
		1. AJ still needs to reach out to local insurance companies about event insurance (Bankwest, American Family, State Farm)
9. Other Items of Note:
	1. Upcoming Webinar:
		1. Communications – September 25 @ DOT Becker Hanson Building, DOT Commission Room
			1. Social hour begins at 12:30 pm
10. Adjourn to next meeting, October 9, 2024.
	1. Fabricio motions to adjourn, Brian seconds. Motion carried.

Respectfully submitted,

Amanda Shoop