

# Tuesday, September 14 - 5:30 PM Chapter Executive Committee Meeting

Virtual Zoom, Tallahassee, Florida

# MINUTES

**Call to Order** – President Patricia Manning called the meeting to order at 5:32 pm. The following officers and directors were in Virtual “Zoom” attendance:

Chapter Officers:

Patricia Manning, President

Pete Walker, Treasurer-Elect

Pamela Ray, Secretary

Board Members:

Alexandra Weimorts

Angie Robertson

Sue Graham

Patrick Cowen

Wicliff Fleurizard

Melinda Miquel

Angela Rowe

Brittnee Clark

Antonio Murphy

Officers and Directors not present:

Lisa Wiggins

Tracie Hodge, President-Elect

Justin Evans

**Meeting Called to Order** – President Patricia Manning welcomed the officers and directors to the meeting.

**Meeting Quorum** – Pam Ray indicated a quorum was present.

**Prior Meeting Minutes** – Patricia asked if members had a chance to review the August meeting minutes, and members indicated that they had been reviewed. No corrections were noted. Alexandra Weimorts made a motion to approve the minutes as presented, Angie Robertson seconded the motion and the minutes were approved unanimously.

# New Business:

# A2Z Personify Invoice

# Antonio Murphy reported that the A2Z Personify invoice payments were mailed September 4, 2021.

October 6, 2021 AGA Webinar

Patricia reported that the AGA Tallahassee Chapter has 30 virtual slots available and that she will send out the notice with instructions to register the week before the webinar. This webinar is on Internal Controls and Improper Payments. Although this webinar is on the same day as the CGFM training, she anticipates that it will be well attended.

Future webinars are already posted on the AGA Tallahassee website for planning purposes.

Star Chapter

Katie, from Star Chapter, has contacted Patricia regarding the decision about this new product. Patricia asked if anyone who attended the demonstration could brief the committee. Pam attended and provided these notes:

* The software has 5 website options.
* Star Chapter pay can be added which requires a social security number, typically the treasurer.
* Has email tool templates that can be set up with frequencies.
* Expiring memberships can be added.
* Has a survey tool for meetings.
* Pricing depends on the anticipated growth level with a $1,079 set up fee and then the annual/monthly subscription based on membership.
* The website links to the software.
* Website maintenance is offered at an additional fee.
* Offers segregation between members and non-members.

The demonstration was recorded and Patricia agreed to forward to the committee. Alexandra questioned the credit card fee and Patricia confirmed that the credit card fee is an additional cost.

Patricia requested the cost information from last year and Pete Walker confirmed that the credit card fees were $237.33, and the Constant Contact fees were $581. Pete also confirmed that the GTE pro-pay fees were $1,000.

Alexandra Weimorts suggested that we reach out to the two AGA chapters currently using Star Chapter. Sue Graham and Alexandra Weimorts agreed to reach out to the Montgomery, Alabama and the Mid Missouri Chapters, consecutively, for their experience with the new software. Pete offered to construct a side-by-side cost analysis for discussion next month and Angie Robertson agreed that there are benefits for the additional costs.

The decision was delayed until next month.

Community Service

Patricia Manning asked the Committee for suggestions for community service opportunities. The Chapter donated to eight worthy recipients last year: Wreaths Across America, Ronald McDonald House, Elder Elf, American Heart Association, American Cancer Society, Ladies Learning to Lead, The Kearney Center and Homeless Coalition.

The decision was made to continue with Wreaths Across America, Ronald McDonald House, and Elder Elf at this time with more recommendations to be considered.

Board Member Resignation

Patricia Manning reported that Lisa Wiggins submitted her resignation to the Board due to her upcoming move to Orlando, Florida.

# Old Business:

# CGFM Training Update for October 6-8

# Patricia Manning reported that 14 AGA members and friends have registered to date. Sue Graham is taking the lead and will be delivering the study guides to the DCF facility at the Tallahassee Center the day before as well as setup for the speaker.

# September 15th Luncheon Update

# Patricia Manning reported that 48 AGA members and friends have registered to date, with 23 registered for the in-person luncheon at the Capital City Country Club. Patricia went by the site today and tested the virtual setup as well as the conference IO capabilities for check-in and check-out by phone app. Those attending in person can either sign in by person or by phone. Pete Walker will be available for sign-in at the door and to accept payments.

# Committee Reports:

# Membership

# Sue Graham reported 297 members and are tied for 7th in the nation.

# Finance Committee

# Angie Robertson and Pete Walker presented the July and August financials for approval. Angie also reported that the FY21 financial statement review has been completed with no findings. Patricia to send to Pam to load to the archives.

# No Committee Reports Requested

* Records Management
* Education
* Website/Newsletter
* Awards
* Early Careers/Student Membership
* Bylaws
* Chapter Recognition Program

# Other Topics

Antonio Murphy shared his news of his promotion to Director of Administrative Services. All members congratulated Antonio for this new position.

Patricia asked for recommendations for GTE speakers and also asked Melinda Miquel to contact Tracey Walker about conducting one of the monthly meetings.

Alexandra questioned whether the GTE speakers should plan to conduct the training in person. Patricia confirmed that they should plan to be in person but that we should be flexible if they cannot attend in person. The GTE will remain 2 days in length at a maximum of 15 credit hours.

# Next CEC Meeting

The next CEC meeting will be held November 9, 2021 at 5:30 pm via Zoom.

# Adjournment

There being no further business before the CEC, the meeting was adjourned at 6:38 pm.

Respectfully submitted,

Pamela Ray

Secretary