

# Tuesday, October 12, 5:30 PM Chapter Executive Committee Meeting

Virtual Zoom, Tallahassee, Florida

# MINUTES

**Call to Order** – President Patricia Manning called the meeting to order at 5:39 pm. The following officers and directors were in Virtual “Zoom” attendance:

Chapter Officers:

Patricia Manning, President

Tracie Hodge, President-Elect

Pete Walker, Treasurer-Elect

Pamela Ray, Secretary

Board Members:

Alexandra Weimorts

Angie Robertson

Sue Graham

Patrick Cowen

Melinda Miquel

Brittnee Clark

Antonio Murphy

Wicliff Fleurizard

Officers and Directors not present:

Justin Evans

Angela Rowe

**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** – Pam Ray stated that the September minutes were sent out for review and there were two corrections noted, which have been made. If there are no other corrections or edits, the minutes are final. Members indicated that they are no further corrections. Alexandra Weimorts made a motion to accept the minutes with the corrections noted, Patrick Cowen seconded the motion and the minutes were approved unanimously.

# New Business:

# CCR

# Sue Graham will be sending the CCR to the members next week. Patricia thanked Patrick Cowen for putting it together. If anyone has any questions when you receive this report, please let Patricia or Patrick know. Patricia gave a heads-up to Tracie Hodge that the CCR is eligible for ACE Award points.

# October 20, 2021 – Monthly Luncheon

# Sam McCall, FSU Chief Audit Officer, will be speaking on “A Framework of Preventing and Detecting Fraud – What Administrators and Auditors Should Know”. There are currently 28 registered with 16 in-person, including the speaker. Registration ends on October 14th with the head count due to the Country Club on October 15th.

# Discussion followed about whether to continue to offer the pay at the door option due to those few who sign up to pay at the door and then do not come. The Country Club also now requires a head count the Friday before the event. Alexandra asked the Finance committee what percentage of cash or checks are derived for the luncheons? Finance committee shared that approximately 50%. Patricia removed the pay at the door option from the October notice and after further discussion, Patricia asked for a motion. Alexandra made a motion for the pay at the door to remain, Sue Graham seconded. The CEC voted by show of hands and the motion failed. However, the discussion continued the following week by email and another vote was requested by Patricia where the decision was reversed. The pay at the door option remains.

# November 17, 2021 – Monthly Luncheon

# Matthew Tracy, Deputy Auditor General with OAG will give the Florida Auditor General Update.

# Star Chapter

# Pam Ray provided the recording of the product demonstration to the CEC members on August 24, 2021. Sue Graham spoke to the Montgomery Chapter who has used this product for quite a while. They indicated that they liked the separate listings for members, non-members, and students, but the webmaster of the group did not think it was quite user friendly, a large learning curve, did not provide a sufficient filing system and did not offer the option to create folders. Sue also noted that they used another software to collect the money. Patrick Cowen asked whether the payment options included making online payments by check such as ACH payments and Sue offered to check with them about that option.

# Alexandra reached out to the Mid Missouri Chapter and they have not responded. She had difficulty finding the contact information for the Chapter President. Sue suggested that she utilize the AGA National directory for that Chapter information. Patrick Cowen looked up the contact information during the meeting and sent it to Alexandra.

# Policies and Procedures

# Patricia asked for Justin Evans, in advance of the meeting since he is not in attendance, to work with his committee, which includes Melinda Miquel who is on the call tonight, to start looking at the operating policies and procedures that need to be developed for the chapter as well as the annual bylaws for any updates.

# GTE Presenters Update

# Alexandra plans to start out-reach next week. Patrick asked about when the first notice should go out which should include a few of the top presenters such as Lisa Parker and the AGA National President. Patricia offered to contact the AGA National President.

# Old Business:

# CGFM Training Update for October 6-8

# Sue Graham reported that there was only 1 no-show with 17 in attendance. The new location at the Centre of Tallahassee offered exceptional accommodations including a large kitchen. Three of the attendees indicated that they will be taking exams and were given vouchers.

# Pete Walker asked about the method for submitting the payment to National for the CGFM and said that paying by check in the past was delayed and even lost. Pam made the payments by debit card in the past by either making multiple payments due to the daily limit or by contacting the bank to raise the daily limit for the one-time charge. The cost is $9,600. Patricia agreed to pay by debit card and will contact Envision tomorrow to increase the limit.

# Committee Reports:

# Membership

# Sue Graham reported 297 members with the number remaining constant, unfortunately. Patricia discussed student memberships and verified that past members who return to school full-time would not qualify as student members.

# Finance Committee

# Angie Robertson and Pete Walker presented the September financials for approval. Patricia asked if everyone had reviewed them. Pete Walker asked about an outstanding check for the GTE reimbursement that was sent to Pam Ray last year for $185 for the GTE speaker dinner reimbursement at the University Center Club. Angie suggested re-issuing the check.

# No Committee Reports Requested

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

# Other Topics

# 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 6:32 pm.

Respectfully submitted,

Pamela Ray

Secretary