

# Tuesday, December 14, 2021, 5:30 PM

# Chapter Executive Committee Meeting

Virtual Zoom, Tallahassee, Florida

# MINUTES

**Call to Order** – President Patricia Manning called the meeting to order at 5:37 pm. The following officers and directors were in Virtual “Zoom” attendance:

Chapter Officers:

Patricia Manning, President

Pete Walker, Treasurer

Antonio Murphy, Treasurer-Elect

Pamela Ray, Secretary

Board Members:

Alexandra Weimorts

Angie Robertson

Patrick Cowen

Sue Graham

Melinda Miguel

Brittnee Clark

Angela Rowe

Officers and Directors not present:

Tracie Hodge, President-Elect

Wicliff Fleurizard

Justin Evans

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

**Meeting Quorum** – Pamela Ray indicated a quorum was present. A quorum is reached when 50% plus 1 are in attendance.

**Prior Meeting Minutes** – Pamela circulated the minutes and corrections were made. Angela Rowe made a motion to accept the minutes with corrections and Alexandra Weimorts seconded. The minutes were voted and approved unanimously.

# New Business:

# Community Service

# Wreaths Across America is this Saturday December 18th at 12:00 noon and the Chapter purchased 10 wreaths as in the past. Patricia Manning and Angie Robertson will attend. Donations are also being received for Elder Care Services through Thursday December 16th. Patricia received a call back from Elder Care and they have three elders needing sponsors. Patricia will deliver the items Friday, December 17th. Patricia reported that the donations have gone really well in that the budgeted amount of $300 will not be needed and she recommends that these funds go to another organization. The Committee were in agreement.

# January 19, 2022 - Monthly Luncheon

# Patricia Manning reminded the committee that Lillian Spell will be presenting on “Agile Auditing.”

# Policies and Procedures and Annual Bylaws Review

# Melinda Miguel updated the committee that she and Justin Evans will meet in January to begin this review and will provide an update after that time.

# GTE Presenters and Advertisement Update

# Regarding the GTE sponsors, Pamela Ray brought forward the pricing schedule and thanked Kim Mills for sending the schedule from last year. The levels include a Platinum for $2,000, a Gold for $1,000 and a Silver for $500. Patricia suggested modifying the levels for in-person since they were all remote last year. Pamela recommended that exhibitor space at Turnbull be added for each level to accommodate the in-person offering and to leave the prices as is. Patrick Cowen questioned whether free-attendance for the exhibitors was provided and Pamela verified that the top 2 levels did include moderators which would indicate free admission. The suggestion was to offer 3 free admissions for Platinum, 2 for Gold, and 1 for Silver and to also include the moderator options as in the past. All attending CEC members agreed to offering these free admissions. Pamela planned to get these invitations out by the end of the month to Becker, KPMG, Williams and Fudge and WorkDay.

# Alexandra Weimorts reported that the speaker list was complete. All 3 rooms at Turnbull would have the ability to stream via zoom. Lisa Parker offered for the new Director of Research and Technical Activities, Allen Skelton, to travel with her and to speak as well on a different topic. Melinda Miguel indicated that Dawn Case will be reaching out to Alexandra to be removed from the panel topic. Board member reminded Alexandra that Joe Maleszewski, FAMU Audit Director was interested in speaking. Alexandra to make outreach.

# Sue Graham asked about when the announcement would be sent out. Pamela replied that she planned to do so by the end of the month. Alexandra stated that the FBI speakers should not be listed on the brochure and that they will be requesting the list of speakers in advance before they will commit to speaking. This is to ensure that there are no open investigations. Alexandra questioned the status of the final brochure and the Committee agreed that January 21, 2022, would be the early bird deadline. The Residence Inn by Marriott was selected due to proximity with the Turnbull. Pamela suggested sending out the announcement that would include all information typically listed in the brochure and all agreed this would make sense. Prices will remain the same for in-person and virtual.

# Patricia Manning indicated that Kim Mills has volunteered to coordinate the moderators. Alexandra Weimorts reminded the Committee about scheduling the dinners on Wednesday and Thursday. Pamela Ray indicated that the UCC is transferring to new ownership and Melinda Miquel agreed to schedule the dinner with either the UCC or some other restaurant. Angie Robertson agreed to contact the Residence Inn by Marriott to block 10 rooms with a release date. Patrick Cowen indicated that the app was on schedule. Alexandra mentioned that volunteers would be needed for the front desk and Patricia offered to develop the list for sign-up. A list of attendees was mentioned and whether this would be distributed as a directory to attendees. Patricia offered to do so within Constant Contact. Sue Graham offered to check into the AGA national pens and other handouts.

# Alexandra asked about whether the caterer had been contacted. Blue Waters was used in the past and Justin Evans offered to contact them to see if they are available and to obtain preliminary pricing for 200 attendees.

# Old Business:

# Purchase Order for Membership Dues for Jorge Guzman-Perez (FAMU)

# Patricia Manning checked with National and they did receive the application but not the payment. Antonio to see if the Chapter received the payment and if so, Patricia, will issue payment by debit card to National.

# Webinars:

# Patricia Manning questioned whether one has to be a member of the AGA to have an account with National in order to register for a webinar. Sue Graham indicated that anyone can have an account without being a member and Antonio Murphy said that there is a button on the AGA National website to create a new account. It remains unclear about whether $15 is charged for non-members.

# Committee Reports:

# Membership

# Sue Graham reported 298 members.

# Finance Committee

# Angie Robertson indicated an overbudget of $500 on the webinars line and that there is available budget on the GTE venue rental line. Alexandra Weimorts made the motion to move $500 from the venue rental line to the webinars line and Angie Rowe seconded. Motion carried unanimously.

# 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 January 11, 2022 at 5:30 pm via Zoom.

# Adjournment

There being no further business before the CEC, the meeting was adjourned at 6.52 pm.

Respectfully submitted,

Pamela Ray

Secretary