

# Tuesday, January 11, 2022, 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

Tracie Hodge, President-Elect

Pete Walker, Treasurer

Antonio Murphy, Treasurer-Elect

Pam Ray, Secretary

Wicliff Fleurizard

Justin Evans

Board Members:

Alexandra Weimorts

Angie Robertson

Patrick Cowen

Sue Graham

Melinda Miguel

Angela Rowe

Officers and Directors not present:

Brittnee Clark

**Meeting Called to Order** – President Patricia Manning welcomed the officers and directors to the meeting. The meeting began at 5:35 pm.

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

**Prior Meeting Minutes** – Pam circulated the minutes in advance of the meeting and incorporated additions and corrections as requested. The minutes will be voted on at the next CEC meeting in February.

# New Business:

# Venue for January Monthly Luncheon

# Patricia Manning reported that 23 have registered but only 4 have indicated they will attend in person and that we may should consider contacting the 4 to suggest they change to virtual. The speakers are also delivering the topic virtually so Pam Ray suggested that the meeting be changed to virtual and that we cancel the luncheon at the country club. Patricia asked for Sue Graham’s input since she had signed up for in person and Sue indicated that virtual would be best in this case. Alexandra Weimorts questioned about whether there is a cancellation fee at the venue. Patricia has not reached out to the venue about cancelling and wanted to bring this before the CEC before she did. Angela Rowe indicated that she had not registered yet but would do so virtually versus in-person and Patricia indicated that the signup time period is through Thursday.

# Policies and Procedures; Annual Bylaws

# Justin Evans and Melinda Miguel have been attempting to connect to address these documents. Justin asked for a volunteer to help him with this effort. Patricia suggested that the Annual Bylaws be reviewed first to identify the referenced Policies and Procedures for immediate action. Justin agreed to start the review and any volunteer after GTE should reach out to Justin. Alexandra asked if Justin could provide a template to then share with others to better distribute the effort. Justin agreed to do so and offered to reach out to National for theirs. Angie Robertson asked if there were known gaps or just a refresh and Justin replied there are both. Alexandra further offered that National has been used in the past to provide templates that were then tailored to the Chapter.

# GTE Updates and Discussions

# Venue Contract - Patricia is waiting on the Turnbull contract to be finalized at FSU for $12,878 of the budgeted amount of $14,500. There will be a run through in advance of the event.

# Caterer Contract - Justin received the quote for 200 guests for $11,500 with additional guests at $50 each with the same hot and cold options as in the past, beverages, paper goods, etc. The AGA budget is $19,000. As of today, the total registered is 90 with 60 in-person. Patrick Cowen asked if there is any indication of the numbers increasing since this event is the major fund raising event for the Chapter. If not, we may have to dip into the savings to cover the costs. Justin indicated that the final headcount is due to the caterer in 7 days. Justin also indicated that the menu would need to be solidified 20 days prior and Patricia asked that he do so.

# Volunteers for Front Desk – Patricia asked for volunteers and offered to send out a document to be used to sign up. Angie Robertson suggested that the document be placed on google drive for easy access. The first day includes early sign-up times in order to assist with sign in and pick up of name tags/badges.

# Moderators – Patricia reached out to Kim Mills for a status up-date and has not heard back from her. Patricia asked that anyone on the call tonight who would like to moderate to please let Kim know.

# Status of Hotel Reservations – Angie Robertson reserved 10 rooms and Alexandra confirmed that Alan from GASB, 2 from JP Morgan, Jerry Boaz, have reserved rooms. No speaker has indicated that they could not reserve a room. Tomorrow by 5pm is the deadline to reserve before the rooms are released and this reminder was initially provided to all speakers. Patrick asked that another notice go out to the speakers to alert them of the deadline and Alexandra agreed to do so. For any who requests an extension to register, Angie Robertson agreed to contact the hotel to extend the deadline. Tracy Walker asked to present remotely.

# Dinner Options for Wednesday and Thursday – Melinda Miguel confirmed that the UCC is permanently closed. Patricia asked for a new location and the Edison was selected. Patricia agreed to make the reservations.

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# Presenters – Alexandra asked the Committee whether there were any further edits needed on the draft Program. Alexandra confirmed that each day will end at 5:00. Patrick commented that the AGA President typically kicks off the first day; however due to timing and flight schedules for the GASB session, this President’s session was moved to a later time that day. The decision was made to leave the Program as is. Alexandra asked to confirm whether the url was correct . Pam agreed to send out the final Program with the next reminder. Alexandra confirmed that the GTE includes 9 credit hours for A&A, 5 hours TB, and the delta in behavioral.

# Exhibitors – Pam confirmed that there is one exhibitor for the event, KPMG. KPMG will also be providing lanyards. Becker, and Williams and Fudge did not respond. Patricia offered to send Pam the contact information for FAMU.

# Technical Support – Patrick indicated that Justin Evans will not be available to assist with the app during the event on Friday and Antonio Murphy offered to help in his place. Justin will be assisting on Thursday but will not be at the conference and David Merck has volunteered to help Antonio if needed. Billy Moorhead’s session includes Tableau and Pivot so there should be some special communication to attendees to have this loaded on their phone. Pam suggested that this special communication be added to the program for his session. She also commented that several attendees at the last in-person GTE did not have phones and instead used laptops on site or back in their offices to check in and out. Patricia questioned the time-frame after the conference for these off-site log-ins and the following Monday was agreed to be the cut-off.

# GTE prep – Alexandra asked about whether we would be meeting to work on documents, badges, program posters, moderator’s instructions, etc. in advance of the GTE as in the past. Patricia questioned whether the directory would be provided in the app and Patrick indicated that it would not unless the link was created in the app. Patrick offered to check on it. Angie recommended posting the directory on-line after the event versus providing in hard copy. Patricia offered to reach out to Kim Mills about the posters, name tags, banners, and also the moderator instructions. Alexandra agreed to place the head shots and bios on google drive and Angie Robertson volunteered to then take the headshots and bios and place in documents for each session to be given to moderators. Patrick recalled that FSU had digital boards that could be used to display the program. Sue Graham ordered the swag from National and is on schedule to be delivered this week.

# Old Business:

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

# Patricia asked Antonio about the purchase order and Peter Walker confirmed that he sent the PO to Monica ??.

# Committee Reports:

# Membership

# Sue Graham confirmed 304 members.

# Chapter ACE

# Tracie Hodge indicated that there appears to be some points missing and she is in contact with Megan at National. The lowest number for platinum is 4400-5500 and Patricia offered to look closely at the calculation of the points. Tracie and Patricia will get together off-line to review. Sue indicated that many points are completed late in the fiscal year.

# Finance Committee

# Patricia asked if there were any questions of the financials. Alexandra asked about voting for the budget overages due to Quicken. Angie Robertson replied that as long as the total category does not go over budget, no budget vote is needed.

# 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 February 8, 2022 at 5:30 pm via Zoom.

# Adjournment

There being no further business before the CEC, the meeting was adjourned at 7:10 pm.

Respectfully submitted,

Pamela Ray

Secretary