

# Tuesday, April 12, 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 5:35 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

Wicliff Fleurizard

Board Members:

Angie Robertson

Sue Graham

Melinda Miguel

Brittnee Clark

Officers and Directors not present:

Pam Ray, Secretary

Justin Evans

Angela Rowe

Patrick Cowen

Alexandra Weimorts

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

**Meeting Quorum** – Since the Secretary was not in attendance, Tracie Hodge indicated a quorum was present. A quorum is reached when 50% plus 1 are in attendance.

**Prior Meeting Minutes** – The January minutes were presented at the February Officers and Directors only luncheon on March 16, 2022. Alexandra Weimorts made a motion to approve, Antonio Murphy seconded, a vote was held and the minutes were approved. There were no additional minutes taken.

# New Business:

# Venue for April Monthly Luncheon

# Todd Woodward is scheduled to speak on “Cyber Security Tactics”. Patricia Manning reported that only 9 have registered thus far and another reminder will be sent out. She also asked for all CEC members to attend if at all possible to increase the number. Melinda Miguel will be speaking in June and Patricia will check with Pam Ray about Geoffrey Adams for May. Patricia is also working with National to see if they have speakers available and approved to speak in Florida.

# GTE Evaluations

# Overall average for the entire GTE was 4.5 to 4.6. Kaye Kendrick’s first session had technical issues but this was corrected for her second session. Most attendees did not like the letters as the CPE verification method with polling being considered as a viable option going forward. Patricia offered to share the full results of the evaluation. Discussion followed about whether to continue to offer hybrid sessions going forward. Angie Robertson suggested that we continue the hybrid for one more year and Pete Walker also noted that the hybrid would attract out of state attendees.

# Old Business:

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

# Patricia indicated that the purchase order remains unresolved and Pete Walker indicated that a check had been vouchered to the National Office. This action typically creates issues if the application was not included with the check.

# CPE Provider Note

# Pete Walker indicated that the GTE is sanctioned by the State of Florida and out-of-state attendees may request a refund because they cannot receive their CPE for their particular state. Pete recommended that they provide documentation for a refund. Patricia agreed to draft a disclaimer notice just in case we want to include going forward.

# AGA Logo

# Tracie Hodge reported that the AGA logo needs to be updated and agreed to send out a reminder to the full CEC with the new logo and deadline for updates. Patricia asked whether these updates are required during this chapter year or next and asked Tracie to send to Pam Ray to update the website.

# Committee Reports:

# Scholarships

# Tracie Hodge reminded the CEC and offered to reach out to Pam Ray to begin this process since she was involved last year. The deadline for applications last year was June 7, 2021 with winners announced at the June luncheon. The deadline this year would be June 6, 2022. Patricia asked that the CEC review the application requirements, including the official transcript, and provide feedback by COB Monday in order to get the announcement out in time for students to apply. Melinda agreed to update the application document and send to Patricia by Friday. Patricia also asked for a volunteer to chair this committee.

# Membership

# Sue Graham confirmed 314 members. Patricia reminded the CEC about the annual membership satisfaction survey and asked Tracie Hodge to spearhead this effort.

# Chapter ACE

# Tracie Hodge reported a tentative point total of 3,800. She and Patricia will get together during the PDT in Baltimore to go over these points to ensure that all are earned points are captured including CGFM, communications, etc.

# Finance Committee

# Antonio Murphy indicated that the March financials would be completed tonight and would be forwarded to Angie Robertson to review with dissemination to the committee. As of February there was $30,704 in net income and $7,500 can be moved to reserve. There are a few outstanding payments for GTE that should hit the report in April as well as the receipt from AHCA.

# Awards Report

# Patricia commented about the Chapter Awards and asked whether we should nominate someone again this year. Tracie confirmed that the due date for the PDT nominations is April 15, 2022 and that new Chapter Officers are to be announced August 1, 2022. Patricia recommended sending out a notice seeking nominations for Board Members and Officers.

# Bylaws Review

# Patricia indicated that a bylaws review is required this year and asked for the status. Melinda Miquel reported that no current update is available. She and Justin Evans were to get together but due to the legislative session, they were unable to connect. Melinda agreed to make this a priority and provide a status by the next CEC meeting.

# Early Careers/Student Membership

# Patricia indicated that Wicliff has moved to Texas and will not be continuing with the Early Careers/Student Membership Committee after this year. Brittnee Clark is also on this committee and will work to get this committee active in order to increase student membership through university career fairs or other strategies.

# No Committee Reports Requested

* Records Management
* Education
* Chapter Recognition Program
* Website/Newsletter

# Other Topics

# Next CEC Meeting

The next CEC meeting will be held May 10, 2022 at 5:30 pm via Zoom.

# Adjournment

There being no further business before the CEC, the meeting was adjourned at 6:45 pm.

Respectfully submitted,

Pamela Ray

Secretary