

#  Tuesday, December 13, 2022, 5:30 PM

#  Chapter Executive Committee Meeting

# Minutes

By Zoom

**Call to Order** – President Tracie Hodge called the meeting to order at 5:30pm. The following officers and directors were in attendance:

Chapter Officers:

Tracie Hodge, President

John Beall, President-Elect

Pete Walker, Treasurer

Board Members:

Patricia Manning, Past President

Angela Rowe

Justin Evans

Sue Graham

Angie Robertson

Officers and Directors not present:

Pam Ray, Secretary

William Knight, Treasurer-Elect

Brittnee Clark

Melinda Miguel

Antonio Murphy

Patrick Cowen

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

**Prior Meeting Minutes** – Pam Ray was not in attendance and the November minutes were not presented.

# New Business:

Community Service

Patricia Manning confirmed that 10 wreaths totaling $150 had been purchased for the Wreaths Across America event to be held December 17th at 11:00 am.

Patricia reported that 4 elders had been adopted for the Elder Elf, Elder Care Services drive and that $525 had been collected. Patricia also asked for Peter Walker to invoice 4 of the individuals for a total of $365 due to their transactions not going through. The funds are needed in order to allow time to purchase the items needed.

Patricia also recommended that the AGA Tallahassee Chapter donate $300 to the Angel Tree Toys-for-Tots Christmas Assistance Program. Angela Rowe motioned to approve, Peter Walker seconded, and the vote carried. Peter also confirmed that $1,000 was budgeted for community service for the year.

Webinars

Patricia Manning confirmed that 7 spots remain for the webinar on Risk Management scheduled for tomorrow, December 14th.

GTE Planning

 Contract with FSU Turnbull Center

President Hodge reported no updates on the contract with the Turnbull Conference Center other than it will be finalized around January 5th.

Catering Contract

Justin Evans received the contract from Blue Water Catering. The terms are similar to last year with breakfast, lunch and snacks both days for 200 attendees at a cost of $12,500, up from $11,500 last year. President Hodge asked about whether there was food left over last year and Patricia indicated it was the first day and that the vendor adjusted for the second day. The reason for the extra food appeared to be that some attendees registered for in-person when they attended virtually. Angie Robertson made a motion to move forward with the contract with Blue Water Catering, Sue Graham seconded the motion and the vote carried.

Mobile App

President Hodge asked Angela Rowe to send the bios and head shots received thus far so she could start uploading. This topic will be discussed further at the next meeting.

Speaker Update

Patricia Manning confirmed that all speakers should register using the discount code SPEAKER in order to receive free admission. Angela Rowe agreed to send President Hodge the list of speakers in order for her to notify them of the January 13th deadline to submit their materials. Angie Robertson confirmed that the speakers would be reimbursed for hotel room costs and travel after the event.

Reminder Emails

President Hodge requested that reminders be sent out every other week and she agreed to let Pam Ray know to send these out.

Sponsors/Exhibitors

Kearney and Company has purchased the $2,000 platinum plan. Invitations have been sent out to Becker and KPMG. Angela Rowe recommended reaching out to Cotton Company and Patricia Manning recommended Thomas Howe Ferguson.

# Old Business:

# Committee Reports:

# Membership

# Sue Graham reported 282 members. She also asked for a list of luncheon and webinar attendees in order to invite them to become members.

# Finance Committee

# Angie Robertson is working to complete the financials and will provide in advance of the next CEC meeting in January. Peter Walker reported that the financials do include the CGFM payment.

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# No Committee Reports Requested

# Awards

# Membership

# 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 via zoom January 10, 2023 at 5:30 pm.

# Adjournment

There being no further business before the CEC, the meeting was adjourned at 6:20 pm.

Respectfully submitted,

Pam Ray

Secretary