

#  Tuesday, January 10, 2023 - 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

Peter Walker, Treasurer

William Knight, Treasurer-Elect

Pam Ray, Secretary

Board Members:

Patricia Manning, Past President

Angela Rowe

Justin Evans

Sue Graham

Angie Robertson

Melinda Miguel

Kim Mills

Patrick Cowen

Officers and Directors not present:

Antonio Murphy

**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 presented the December meeting minutes. Angie Rowe made a motion to approve. Peter Walker seconded the motion and the vote carried.

# New Business:

National Leadership Training – 2/22/23-2/23/23 – Washington, DC

President Hodge and President-Elect John Beall plan to attend.

Professional Development Training – 7/23/23-7/26/23 – Orlando, FL

President Hodge confirmed that the President and President-Elect are encouraged to attend but other officers are welcomed to attend if the President and President-Elect are unavailable. Melinda Miguel will be turning over the gavel. President Hodge will send out registration information to the CEC if other members would like to attend at their own expense since the location is in Florida.

Annual Bylaws Review

Justin Evans will chair the review with assistance from John Beall and Angie Robertson.

Website Updates

President Hodge asked the CEC for any updates and agreed to send hers to Pam Ray. Sue Graham asked that the March Luncheon be added to the website.

Webinars

The next webinar is tomorrow, January 11, 2023 and is entitled “UG and Grant Accounting”.

GTE Planning

 Contract with FSU Turnbull Center

President Hodge reported that she spoke with the event coordinator today and will meet with her next Tuesday. Contract is forthcoming and will be sent to the CEC when received.

Catering Contract

Justin Evans reported that the contract with Blue Water Catering had been received and was forwarded to President Hodge. The CEC discussed the menu options and a decision was made.

GTE Program and Speaker Update

President Hodge and Patricia Manning have been working the program for a couple weeks. The program was screen-shared and discussion followed regarding corrections and edits. A speaker from KPMG has been added and two additional speakers are needed to complete the schedule. President Hodge agreed to make out-reach to these additional speakers. Total CPEs can be up to 16.5. The program will be finalized tomorrow.

Mobile App

President Hodge has not had a chance to look at this yet. Patricia Manning asked Patrick Cowen to assist. Angie Robertson also offered to assist.

Hotel Block

Patricia Manning contacted the conference hotel and reserved a block of 10 rooms. President Hodge agreed to send out emails to speakers regarding the hotel information.

Dinner Options for Wednesday and Thursday

The Eidison was suggested again for the dinners both nights and Pam Ray offered to make the reservations for 14 each night beginning at 6:00 pm.

Volunteers for Front Desk

Patricia Manning suggested that a spreadsheet be developed for sign-up and to post on google docs for easy access by all. Several slots should be added each morning with only one throughout the day. Kim Mills offered to provide a template to Pam Ray for her to update who will then post to google docs for volunteers to sign up.

Moderators

Kim Mills will email past moderators and CEC members for volunteers. The sign-up document will be placed on google docs. Moderators must be registered for the GTE.

Reminder Emails

President Hodge requested that the moderator information be sent out with the next reminder.

Sponsors/Exhibitors

Pam Ray confirmed that Becker declined due to illness. KPMG responded but has not selected the level of support. Kearney and Company accepted and selected the platinum level. Cotton Company will be contacted tomorrow and John Beall with Thomas Howell Ferguson will be contacted tomorrow as well.

Other GTE Information

The registration fee will be waived for all CEC Board Members and anyone who has already paid will be refunded. Peter Walker confirmed that a master invoice was sent to AHCA last year for their attendees and that they have requested one again this year. Sue Graham agreed to contact National for AGA items to hand out.

GTE Prep Meeting

President Hodge requested a GTE prep meeting to be held 1/31/23 at 5:30pm.

# Old Business:

# Committee Reports:

# Membership

# Sue Graham reported 283 members. She estimates that several more will join due to the GTE. Patricia Manning asked about succession planning due to Sue’s retirement in November. Peter Walker brought up the GTE membership vouchers and how they work. Sue explained that of the $105 National membership, AGA Tallahassee pays $75. AGA Tallahassee accepts the voucher application and $30 from the GTE attendee and then sends National $105 by debit card, not by check. Patricia Manning requested that Peter write up the procedure for future reference.

# Finance Committee

# The financial reports were presented for November and December. Sue Graham motioned to accept the reports as presented. Pam Ray seconded the motion and the vote carried.

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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 March 14, 2023 at 5:30 pm.

# Adjournment

There being no further business before the CEC, the meeting was adjourned at 7:14 pm.

Respectfully submitted,

Pam Ray

Secretary