

# Tuesday, March 14, 2023 - 5:30 PM

# Chapter Executive Committee Meeting Minutes

By Zoom

**Call to Order** – President Tracie Hodge called the meeting to order at 5:32 pm. 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

Sue Graham

Melinda Miguel

Patrick Cowen

Officers and Directors not present:

Antonio Murphy

Justin Evans

Angie Robertson

Kim Mills

**Meeting Quorum** – President Hodge indicated a quorum was present. A quorum is reached when 50% plus 1 are in attendance, which would equal 7.

**Prior Meeting Minutes** – Pam Ray presented the January meeting minutes. There was no regular CEC meeting for February due to the GTE. Angie Rowe made a motion to approve the January minutes. Peter Walker seconded the motion and the vote carried.

# New Business:

Officers and Directors for 2024

President Hodge announced the vacancies for 2024: Secretary, President-Elect, Treasurer-Elect and Secretary-Elect. These officers also chair committees that will need to be filled as well. John Beall indicated that he may have a recommendation for Secretary. Sue Graham has decided to remain the Membership Chair for one more year. President Hodge to draft an announcement to recruit members to serve as officers and committee chairs and will forward to Pam Ray to send out to the community. Out-reach will also be made in person at the March Luncheon tomorrow.

Webinars

President Hodge announced that the next webinar entitled “Cybersecurity” is scheduled for March 22, 2023 and asked Pam Ray to send out the notice to the community to register. There is no webinar for April and May’s offering will be “Fraud/Data Analytics”.

Awards

President Hodge requested nominations for the following annual awards:

* PDT Awards (on the website)
* Volunteer of the Year (on the website)
* Chapter Awards (on the website)
* Ace Awards - John Beall confirmed that he, Justin Evans, and Angie Robertson will conduct the By-Laws review and have it completed before the next CEC meeting. John also recommended that the survey be sent out again this year and requested the template from President Hodge. The state filings will need to be reviewed by the CEC to determine if actions are necessary. President Hodge agreed to review and renew the annual report which is due by May 31, 2023.

GTE Update

President Hodge commended and thanked all who assisted with the success of the GTE. She also provided the following updates:

* Some of the GTE CPE certificates had zero incorrect hours and others an automatic 15 hours. These have to be corrected manually, so if anyone needs theirs immediately, please have them contact the AGA Tallahassee email.
* The FSU Turnbull invoice cleared March 3rd, the catering invoice was paid the day of the event.
* Have not seen the mobile app invoice and Peter Walker is to check to see if it has been paid.
* Travel reimbursements have been received for presenters David Cotton, Lisa Parker and Charles Thornton.
* Improvements for next year were requested and the following suggestions were put forward:

1. William Knight suggested that the process begin earlier next year.
2. Pam Ray recommended that an email go out to the presenters to firstly, thank them for participating, but more importantly, to also ask them if they would be interested in returning next year. Many have committed early in this manner in the past.
3. Patrick Cowen suggested that the commitment from the speakers be in the summer and the topics nailed down in the fall. The first registration announcement should go out before the end of October.
4. Angie Rowe suggested that perhaps the offering should be scaled back to in-person only to free up time spent behind the scenes for virtual attendees. William Knight suggested that all events return to in-person.
5. Patrick Cowen suggested that we revisit the use of scanners for CPE attendance much like National does currently.
6. Peter Walker observed that attendees could have planned their schedule in a manner that there were no courses left to attend on the last day. Also, the hybrid is challenging with hearing remotely, slides progressing, etc. He also heard very positive comments from Sherry Weir at the end of the conference.
7. President Hodge noticed that there was insufficient recognition given to the sponsors and this should be addressed next year.

Annual Bylaws Review

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

Student Scholarships

Pam Ray and Angie Rowe volunteered to update the application for 2023 and the information on the website. It will also be sent out on constant contact.

# Old Business:

# Committee Reports:

# Membership

# Sue Graham reported 300 members. There were very few who took advantage of the discounted cost for first-time members. There continues to be discrepancies between National and the Chapter reported members.

# Finance Committee

# Peter Walker reported that all GTE expenses have been paid. The checking balance is approximately $69,000 and the savings balance is approximately $40,000. The $7,500 chapter reserve has been moved into savings. President Hodge noticed that the community service was over budget by $535. Pete agreed to check into this. The webinar budget was overspent by $400 and Pam Ray indicated that the decision was made at the CEC in August to increase the budget to accommodate the additional courses. Pam motioned to approve the budget with the adjustment, Sue Graham seconded and the vote carried.

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# 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 via zoom April 11, 2023, at 5:30 pm.

# Adjournment

There being no further business before the CEC, the meeting was adjourned at 6:19 pm.

Respectfully submitted,

Pam Ray

Secretary