

# Tuesday, April 11, 2023 - 5:30 PM

# Chapter Executive Committee Meeting Minutes

By Zoom

**Call to Order** – President Tracie Hodge called the meeting to order at 5:33 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

Patricia Manning, Past President

Angela Rowe

Board Members:

Sue Graham

Melinda Miguel

Patrick Cowen

Officers and Directors not present:

Antonio Murphy

Justin Evans

Angie Robertson

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

# New Business:

# GTE Certificate Status

# President Hodge reported that these are being completed on a case-by-case basis. One member requested the 2022 GTE certificate and she reached out to Conference IO for instructions. Patricia Manning asked about the process for issuing the certificates for the Monthly Luncheons. In order for these to be issued, the 2023 GTE certificates will need to be archived. Patricia offered some suggestions for processing these and President Hodge said that she would address them tomorrow.

# AGA Email Monitoring

# Patricia Manning asked about who is monitoring the email and Pam Ray indicated that she had not been able to access the email due to the double authentication which requires Patricia Manning’s phone number. Pam logged into the account with Patricia’s access code and will work to change to her phone number instead. If successful, Pam will monitor the emails for the rest of the Chapter year.

# Monthly Luncheon PowerPoint

# President Hodge asked for assistance with the power point for the next luncheon and future luncheons. The AGA laptop is old and needs to be replaced and William Knight suggested purchasing a new one. Peter Walker agreed and the budget supports this purchase. John Beall also suggested a blue tooth clicker for the presenters to advance the slides themselves. Also, the presenter could use their own computer and the AGA computer could be used to reply to comments and questions from the virtual audience. Pam Ray agreed to send the list of attendees by 10:00 am the day of the luncheon to Peter Walker and William Knight. Pam also suggested that the hybrid model be replaced with in-person only next year. Angie Rowe and the CEC attendees in total agreed.

# Early Career/Student

# President Hodge questioned whether the Chapter pays for the membership. Patricia Manning suggested that we check with National about the requirements. Patricia also reported that Crystal Temples offered to help with this committee next year.

Webinars

President Hodge announced that the next webinar entitled “Fraud/Data Analysis” is scheduled for May 10, 2023 and asked Pam Ray to send out the notice to the community to register.

# Old 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. Pam Ray sent out the announcement to recruit members to serve as officers and committee chairs and offered to check the AGA email for any responses. Crystal Temples replied to the announcement with an interest in the Secretary or President-Elect as well as the director of the Chapter Recognition and Early Careers & Student Education. Patricia Manning suggested that out-reach be made to individuals who may be willing to serve.

Awards

* PDT Awards (Melinda Miquel)
* Volunteer of the Year -President Hodge to nominate for the Chapter and asked Pam Ray to submit to National. To send write up to Pam for nominee.
* Chapter Awards (on the website)
* Ace Awards - John Beall to finalize the membership survey and will send to Pam Ray to send out to the community via constant contact by May 1st.

Annual Bylaws Review

The review is complete and is with President Hodge for final review. No board vote needed since no changes were made.

Student Scholarships

Pam Ray and Angie Rowe completed the updates to the 2023 application and website information. President Hodge agreed to review prior to updating the website and sending it out to the community via constant contact.

# Committee Reports:

# Finance Committee

# Peter Walker reported that there remains one item to finalize the March Financials. The Elder Elf donations of $740 was coded to Miscellaneous revenue. To correct, we need to increase the budget for the miscellaneous income and reduce from another line. Also, the $400 budget transfer to Webinars has not yet posted. Peter recommended to bring this forward for vote at the next CEC meeting.

# Membership

# In Sue Graham’s absence, President Hodge reported that 138 have not renewed out of 298.

# No Committee Reports Requested

# Records Management

# Early Careers/Student Membership

# Education

# Chapter Recognition Program

# Website/Newsletter

# Other Topics:

# Next CEC Meeting

The next CEC meeting will be held via zoom May 9, 2023, at 5:30 pm.

# Adjournment

There being no further business before the CEC, the meeting was adjourned at 6:26 pm.

Respectfully submitted,

Pam Ray

Secretary