



Tuesday, April 13, 2021 - 5:30 PM

Chapter Executive Committee Meeting

Virtual Zoom, Tallahassee, Florida

MINUTES

Call to Order – President Patricia Manning called the meeting to order at 5:33 pm. The following officers and directors were in Virtual “Zoom” attendance:

Chapter Officers:

Patricia Manning, President
Lisa Wiggins, President-Elect
Angie Rowe, Secretary
Pete Walker, Treasurer-Elect

Board Members:

Justin Evans
Alexandra Weimorts
Kim Mills
Angie Robertson
Tracie Hodge
Pam Ray

Officers and Directors not present:

Antonio Murphy, Treasurer
Keith Srinivasan
Sue Graham
Patrick Cowen
Brittnee Clark
Melinda Miguel
Jim Lewandowski

Meeting Called to Order – President Patricia Manning welcomed the officers and directors to the meeting. Due to the COVID-19 pandemic, a virtual meeting of the CEC was arranged.

Meeting Quorum – Angie Rowe indicated a quorum was present.

Prior Meeting Minutes – Pat asked if members had a chance to review the March meeting minutes, and member indicated they reviewed them. Pat sent Angie some minor corrections to the meeting minutes, but no further corrections were noted, and Justin Evans made a motion to approve the minutes with Pat’s corrections. Lisa Wiggins seconded the motion and the minutes were approved unanimously.

New Business:

Open Officer Positions

Pat shared that Lisa won't be able to serve as President next year and Angie won't be able to serve a second term as Secretary. The chapter will also need to fill the positions of President-Elect and Treasurer-Elect. Pat asked if there was anyone on the CEC that is willing to serve in any of these 4 positions. Also, Kim indicated that she would need to step down from her chair position on the Awards Committee. Pam said she would be willing to serve as Secretary again. Kim asked if Pat would be willing to serve as President again, and other members eagerly noted their support for her nomination. Pat responded that she is willing to serve another term, but we will need to nominate someone to fill the role of President-Elect. Lisa mentioned that she read the bylaws to obtain a formal understanding of the succession requirements. She said there wasn't a specific reference for when the President-Elect can't serve as President and the role of President was only referenced as a one-year term. She recommended that we might want to consider updating our bylaws to account for these types of situations, and to provide more details on the duties performed in each officer role. Lisa noted that she enjoyed serving as President-Elect and she gave an overview of her duties in this role. Pat and other members agreed that we should work on revising our bylaws in the future. Tracie expressed an interest to learn more about the President-Elect position. Pat mentioned that she is proud of our chapter and what we've accomplished over the past year, despite the pandemic. She receives accolades from our members on a regular basis regarding how much they appreciate what our chapter is doing and she continually asks them how we can improve our service to members; however, she hasn't received any responses with recommendations. Pat asked if anyone was interested in learning to be Treasurer or Treasurer-Elect. Pam said she is okay with serving as Treasurer-Elect or Secretary, and she is willing to serve based on which position is left unfilled after soliciting nominations from chapter members. Pat inquired with Lisa about the April 23rd deadline for nominations, and she explained that they are due on May 1st and she was trying to allow time for the Nominations Committee to vet those nominations with the CEC, if needed. Pat asked Lisa to send out the chapter email requesting nominations from members. There was discussion about what to ask nominees to provide when being considered for positions. Also, members thought it would be a good idea to ask potential nominees to participate in an upcoming CEC meeting so that they could learn more about chapter roles and activities.

Podcast with AGA National

Pat was asked to participate in a podcast tomorrow with AGA National to answer question and discuss the size of our chapter, as well as membership demographics (percentage of state, local and university members). She noted that her goal is to obtain 300 members and we are very close to meeting it. Additionally, National would like for Pat to share how we keep reaching the platinum status. Pat didn't see our chapter noted in an AGA National listing about chapters that retain a high percentage of membership, and she plans to follow up since we most likely retain more than 60% of our members each year (she will first confirm with Sue). National wants to find out about our strategies to retain members and attract students. Pat explained how talking to the students about our profession can help along with the student scholarships that we offer.

Community Service

Pat delivered a check to the Ronald McDonald House today for \$700. This donation was comprised of the \$400 collected from donations and the \$300 from our budget that was allocated to this charity. The Ronald McDonald House was very appreciative of this donation since they are beginning to accept families again and they've had a shortfall in donations. We have one more to complete our goal of 7 charitable organizations, and our last one will be American Cancer Society. Pat plans to send a donation request to members soon for remitting the donations in mid-May. She mentioned that we exceeded our goal of adding 7 members and contributing to 7 community service organizations. We haven't been able to meet the goal of providing benefits to 7 students.

Membership

Angie Rowe shared membership information on Sue's behalf since she was unable to attend the meeting. Sue informed Angie that we have 298 members at this point and 65 haven't renewed and 6 more will need to renew later in the year.

Finance

Angie Robertson mentioned that we will need to discuss how we would like to maximize our excess funds in certain categories during the next chapter year. For the community service projects line item, we have \$1,000 in budget remaining. Pat thought we should investigate this category since we should be booking our checks written to organizations to this category. Angie said she would pull the activity and send it to Antonio and Pat to evaluate.

Pat asked if members had an opportunity to review the financials for February and March and if there were any questions. No questions were asked, and Lisa made a motion to approve the financials. Kim seconded the motion and they were approved unanimously.

Monthly Midday Training

Pat shared information about the upcoming training topics:

- April 21 – Principles of Exemplary Leadership, presented by Dr. Elaine Bryant (52 people are currently registered)
- May 19 – American Rescue Plan, presented by Ross Ashley at KPMG
- June – TBD

Pat mentioned that she is making changes to communicate the Zoom meeting information the day prior to the trainings since some participants are having trouble finding the Zoom information. She noticed that at times we only have half the participants as compared with the number of registrations, so she is hoping this additional email will help increase attendance.

Pat asked for suggestions on what we should offer in the June training. She would like to have ideas shared by April 27th.

Webinars

Pat mentioned that more people are following through on registering for the webinars prior to the deadline. If we have repeat offenders that request to participate in the webinars but don't register, she asked the group if we want to refrain from allowing these people to participate since they are taking up valuable slots from other interested individuals. Some members agreed that is fair plan.

Pat shared information about the upcoming webinar topics:

- April 21 – CARES Data Act
- May 12 – Fraud/Data Analytics
- June 9 - Leadership

Student Scholarships

Pam indicated she is reviewing the criteria for the scholarship applications. She found last year's information and forwarded the information to Tracie for review. They plan to begin evaluating the criteria and will send it to the CEC for review once the draft is complete. Pam noted that last year we had a deadline of June 15th and she asked what date we plan to target this year. Pat responded that the end of May would be ideal, and others agreed that is a reasonable date. Pam indicated that she and Tracie will need to research the paper topic. They will aim to provide the updated criteria by Friday, April 16th.

Recruitment Efforts for Early Careers/Student Memberships

Pat will follow up with Brittnee for an update and she will include this information in the next CEC meeting.

PDT Awards Recommendations

Lisa shared that we received one nomination for Ms. Kay Kendrick, and she worked with the person that nominated her. Lisa submitted the nomination to National, along with the CEC nomination for Patrick Cowen, by the specified deadline. We received a few bonus points for the ACE award. Also, we can submit a Volunteer

of the Year Award by May 31st. Lisa said she would like to motion that we submit a nomination for Pat Manning to receive this award and Justin seconded the motion. Other members noted their support as well.

Chapter Awards Plan Update

Pat updated the Awards link in the notification to solicit chapter awards so that it would take them to the awards page on our chapter website. She sent out this request to members and noted the May 14th deadline. Kim asked CEC members to submit their nominations also.

Update on ACE Award Status

Lisa shared that although the format has changed, we are still on track to reach platinum status. We attained tier 3 points in the membership category after she asked Megan if there was any allowance due to COVID. Our chapter also earned tier 3 points in community service. In the area of strategic vision, we are doing well with our CEC roster. If we have one young professional added by the end of this fiscal year, we can earn 200 points even though this person would only serve a portion of the year (she confirmed this with Megan). Pat said she will reach out to a FAMU student to find out if he would be willing to serve on the board. Alexandra asked if Lauren, the young professional that presented at the GTE, might be willing to serve in this capacity. Pat indicated that her first chapter is in Washington DC, but she will check with her to gauge her interest if the FAMU student is unable to participate. Lisa also mentioned that the educational meetings is the largest portion of the ACE awards and we always perform well in this area. The midday trainings, webinars and GTE fall into this category, and offering these to our members helps us reach platinum status.

Lisa mentioned that we need to hit 4,400 of the 5,500 to get to platinum status. As of April 11, our chapter had accumulated 4,275 points. Lisa would like for us to have a cushion due to the allowances that National provided to us based on COVID. If we are audited on these allowances, having some extra points might be best in case we have any point discrepancies. Kim asked Lisa about our training and webinar attendance – will this be enough to get us to the 4,400 points. Lisa responded that she is waiting on information from Sue for the prior year attendance for trainings/webinars. We would need to have more training attendance this year to receive additional points for this category.

Old Business:

There wasn't any old business to discuss.

No Committee Reports Requested

- Records Management
- Education
- Website/Newsletter
- CGFM

Other Topics

There weren't other topics to discuss.

Next CEC Meeting

The next CEC meeting will be held on 5/11/21 at 5:30 pm via Zoom.

Adjournment

There being no further business before the CEC, the meeting was adjourned at 7:05 pm.

Respectfully submitted,

Angie Rowe

Angie Rowe
Secretary