

**MINUTES**  
**AGA Chapter Executive Committee**  
**September 5, 2018**

*Submitted by Katie Armstrong for Rachelle Cabading, Chapter Secretary*

The chapter Executive Committee for the Nashville chapter met on Wednesday, September 5, 2018, in the 3rd floor Eastern Box Turtle Conference Room of the Cordell Hull State Office Building.

Present (voting members in bold): **Michael Winston, President; Britt Wood, Immediate Past-President; Alexander Warns, Treasurer; Nichole Crittenden, Treasurer- Elect; Katie Armstrong, Finance Co-Chair; Melissa Boaz Program Co-Chair; Mary Anne Queen, Awards Chair; LoriAnn Davis, Early Careers Chair; Chase Trammel, Corporate Sponsorship Chair; Veronica Coleman, One-Year Director; Jai Sawlani, Finance Co-Chair;** Drew Sadler, CFGM, Chair; Bridget Carver, Membership Chair; Gerry Boaz, Accountability Chair (joined late); Nathan Abbott, Webmaster Co-Chair; and Kilolo Dunmore, Community Service Co-Chair.

### **Call to Order**

Michael called the meeting to order at 11:24 a.m.

### **Minutes**

Michael asked if there were any changes to the August CEC minutes. No changes were made to the August minutes. Chase moved for the minutes to be approved and Britt seconded the motion. The minutes for August were approved.

### **President's Report**

Michael asked that CEC members to be aware of spam and phishing emails that may come through. He noted that several chapters in the prior year lost funds through these types of emails and that several of our chapter members have been targeted in recent weeks. He asked that we do our due diligence to ensure that all emails received are valid. Michael is also going to make an announcement at the September luncheon so that all members are made aware.

### **Past-President's Report**

Nothing to report.

### **President-Elect's Report**

Jennifer was not present, but Michael stated that he and Jennifer met after our last CEC meeting to discuss points structure. Michael asks that all committee chairs be aware of the point structure. The first deadline for reporting points to national is at the end of September.

## **Treasurer's Report**

Alex passed out copies of the current financial statements to all members of the CEC and opened the floor for questions related to those statements.

Alex has recently become aware of a group known as Young Professionals in Government. He stated that they are a similar group to AGA, with a targeted demographic of age 40 and under. Alex suggested reaching out to this group to see if they would be interested in sponsoring or partnering with our chapter on educational events with hopes that we may be able to increase our membership. Michael stated that they are a local organization and don't appear to have a national parent organization. Their current membership is approximately 70-80 members. YPG has co-sponsored an event with DOHR to re-broadcast the 2018 Leadercast.

Alex and Michael will discuss the budget later in the meeting. They want to wait for a few of the voting committee members that will arrive late today.

## **Accountability and Outreach**

Nothing to report

## **Awards Committee**

Mary Anne encouraged everyone to submit information that will garner members points. For instance, all committee members names should be submitted so they can receive points for participation. Mary Anne emphasized that she is keeping up with member points, not chapter points.

Mary Anne stated that the chapter's website has been updated with information regarding national awards. Nominations are open for the national leadership awards and those nominations are due by November 30. Mary Anne encouraged everyone to look at the national website to familiarize ourselves with all the awards that are available. Mary Anne has also listed all of the available awards on the local website so our membership can see them and nominate if they would like.

Michael stated that these national awards are typically discussed at the CEC meetings. He stated that we should look at the available awards during September and then discuss any potential nominees from our chapter at the October CEC meeting.

## **Bylaws/Procedures**

Nichole did not have anything to report.

Michael stated that the most recent "Topics" from national addressed the changes to the governance structure and that we will likely receive guidance from national related to changes that need to be made to local by-laws. Britt stated that there is already a template on the national website.

## **CGFM Committee**

Drew stated that there are multiple Exam 1 study guides that have not been turned in, 3 in particular that are extremely late. Drew has emailed all of the individuals to try and retrieve the guides and wanted to know what his options are for trying to collect these guides or in recouping the costs on guides that are never returned.

Drew stated that he would like to use some of his budget to purchase online study guides. He stated there would be an administrative password and we would have access for 12 months at a time. He also stated that we may have to revise our policies to include procedures related to utilizing an online study guide.

Drew stated that in 2015 we offered a multi-day review course that covered all 3 exams; however it was very expensive. He is envisioning a 3-year track plan that will allow the chapter to offer review courses for all 3 exams, but not all at once; thus, making it more affordable. He stated that for Year 1 he would like to have a review course in March 2019 (CGFM month) for exam 2 that will last 3 days. Year 2 would include a review course for exams 1 and 3 (3 days total) and Year 3 would introduce the CGFM lunch again (where the chapter covers the cost of all CGFMs for the month of March). In order to implement this plan, Drew would like to have funds in the budget for the exam 2 review course in 18-19 and NOT have funding to cover CGFMs lunches in March. Talk of moving these funds was deferred until later in the meeting when the budget will be discussed overall.

**Communication**

Next month’s newsletter deadline is September 14th. Be sure to include the word “Newsletter” in email subject lines for quick reference.

**Community Service Committee**

Kilolo proposed a change to the community service points structure related to volunteer time (in person) and sponsoring a donation box. The proposal is as follows:

	<b>Former</b>	<b>New</b>
Volunteer (in person)	3	<1 Hr Event – 1 pt 1-3 Hr Event – 2 pts 3+ Hr Event – 3 pts
Sponsoring a drop box	1	1-2 boxes – 1 pt 3-4 boxes – 2 pts 5+ boxes – 3 pts

After discussion, Mary Anne made a motion to approve the changes and LoriAnn seconded the motion. The changes were approved as presented.

**Corporate Sponsorship**

Chase stated that in the prior year we received \$1,500 from ACL and \$500 from Becker in corporate sponsorships. He is going to reach out to these 2 again for the same amounts. He also received a list of the exhibitors and sponsors from PDT and is going to reach out to them as well.

### **Early Careers**

LoriAnn stated that she would like to sponsor an early careers event this year, but does not have any specific plans at this point.

### **Education**

Melissa was not in attendance but sent along webinar information:

The next web conference topic is communication and will be in the TN Tower Multi-Media room. As of September 4<sup>th</sup>, there are 69 people registered. The room will hold 93.

### **Finance**

Katie stated that she and Nichole will collect money at the September luncheon. Katie reminded the CEC that the history report is due to national by September 30<sup>th</sup> so information needs to be emailed to her ASAP if you have not already done so. Katie discussed the Titans games that we will work on September 30<sup>th</sup> and November 11<sup>th</sup>. The next TEAM training is offered on September 20<sup>th</sup>.

### **Meetings and Attendance**

Reservations for the September luncheon are at less than 50 so far. Our guaranteed minimum to the DoubleTree is 60. Bridget encouraged all CEC members to sign up before the noon deadline on September 6<sup>th</sup> and to encourage our co-workers to sign up as well.

### **Membership Committee**

Bridget reported that we currently have 330 members, including 8 new members.

### **Program Committee**

Donna was not in attendance, but sent along 2 items to discuss:

The 40<sup>th</sup> anniversary gala is on September 15<sup>th</sup> and our final count is 93 attendees. Tickets are no longer for sale, but there is a wait list in case any of those 93 can't attend.

Meeting information for September luncheon: Daniel Porter will be the speaker. His topic will be "When You Hear Hoofbeats, It May Be a Zebra." He will need the screen; he will be bringing a guest. It will count as CPE. His charity will be Operation Song. This is an organization that pairs songwriters with veterans, active military, and their families to help them tell their stories through song. Melissa Boaz will introduce him.

### **Website Committee**

Nathan asked that everyone email website updates to all of the committee members (Nathan, Susan, and Dan).

Details for the September luncheon:

- Invocation: TBD
- Introduction: Melissa Boaz
- Meeting location: Doubletree
- Menu: Chicken (Chef's Choice)
- Reserved Table at front of room (no head table):
  - Michael Winston
  - Melissa Boaz
  - Daniel Porter and his guest
  - Gerry Boaz

Announcements for Next Chapter Meeting

- Titans Game – Katie Armstrong
- Community Service – Kilolo or Keevia
- Education - Webinar and new location
- New Governance Structure - Michael Winston

Collecting funds: Katie Armstrong and Nichole Crittenden

The next CEC meeting is on Wednesday, October 3, 2018 in the Audit Training Room on the 3<sup>rd</sup> floor of the Cordell Hull Building.

### **Other Business:**

Gerry Boaz spoke about the new governance structure and the need for each geographical area to have a director on the NGB and for each chapter to have one person on the National Council of Chapters. Michael is going to discuss this at the September luncheon to see if there is anyone within our chapter that would be interested.

Michael discussed the proposed budget for program year 18-19. Michael presented the budget to the CEC and went through each committee's budget individually. There were proposed changes to 2 committee budgets from what was presented:

CGFM Chair Drew Sadler proposed moving \$1,200 from the CGFM appreciation lunch to CGFM review course, related to his discussion earlier. He also proposed adding \$9,000 to CGFM Workshop Fees (Revenue) and a corresponding \$9,000 in review course expenditure line. Drew stated that the review course costs \$9,000 and he would charge \$450 to each participant with the hopes of having at least 20 individuals sign up for the course to break even. Any participants over 20 would be a revenue stream for the chapter. Drew would set a minimum for the course (likely 18-20) and if we don't reach that minimum, we will cancel the course.

In PY15, an incentive program was in place that awarded lunch certificates to members who met certain criteria. To date, there are \$516 in outstanding certificates that have not been redeemed. In the budget that was presented, none of this \$516 was included; however, Bridget stated that

we usually see 2-3 each year that are redeemed. After discussion, \$100 was added to the membership retention program line in the Membership committee budget in anticipation of at least a few of these certificates being used during 18-19.

Britt made a motion to pass the budget, as amended above. Nichole seconded the motion. The budget was passed, as amended.

As there was no other business, Michael adjourned the meeting at 12:58pm.