

MINUTES
AGA Chapter Executive Committee
October 3, 2018

Submitted by Rachelle Cabading, Chapter Secretary

The chapter Executive Committee for the Nashville chapter met on Wednesday, October 3, 2018, in the 3rd floor Audit Training Room of the Cordell Hull State Office Building.

Present (voting members in bold): **Michael Winston, President; Jennifer Garoutte, President-Elect; Britt Wood (telephone), Immediate Past-President; Rachelle Cabading, Secretary; Alexander Warns, Treasurer; Nichole Crittenden, Treasurer- Elect; Melissa Boaz, Program Co-Chair; Mary Anne Queen, Awards Chair; LoriAnn Davis, Early Careers Chair; Melissa Lahue, Education Chair; Chase Trammel, Corporate Sponsorship Chair; Donna Jewell, Program Co-Chair; Jai Sawlani, Finance Co-Chair;** Drew Sadler, CFGM, Chair; Bridget Carver, Membership Chair; Scarlet Sneed, Meetings and Attendance Chair; and Nathan Abbott, Webmaster Co-Chair. Penny Austin, Regional RVP, also joined the meeting.

Call to Order

Michael called the meeting to order at 11:25 a.m.

Minutes

Michael asked if there were any changes to the September CEC minutes. No changes were made to the September minutes. Melissa Boaz moved for the minutes to be approved and Nichole seconded the motion. The minutes for September were approved.

President's Report

Michael recognized Penny Austin, Regional RVP, and thanked her for joining us today.

Past-President's Report

Britt submitted the CCR last week and it is posted on our website.

President-Elect's Report

Jennifer submitted points to National AGA for the first quarter of the program. Our chapter earned 8,600 for this quarter. The chapter goal for the 2018-2019 meeting is 19,501.

Michael discussed setting up the nominating committee for chapter leadership for the following program year. Jennifer will be the head of the nominating committee and Britt, as past-president, will also be on the committee.

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. The 40th anniversary gala revenues and expenses have been reclassified. Also, payment for ½ of the webinars from Finance and Administration has been received in early October. This payment should reduce the current accounts receivable balance down to a few hundred dollars.

Alex informed the committee that the financials for 2017-2018 have been reviewed and signed off. Sandra Brown who works in F&A reviewed the financial statements.

Secretary

Nothing to report

Accountability and Outreach

Michael discussed talking about the new governance structure at an upcoming luncheon. AGA National is working out the final details.

Awards Committee

Mary Anne encouraged everyone to submit information that will garner members points.

Mary Anne ask for clarification on the change in point structure voted on in the prior CEC meeting. Is this change retroactive to the beginning of the program year or effective on the date the CEC passed it? After discussion, it was determined since the CEC did not make it retroactive, the new points structure is effective as of September 5, 2018.

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 passed out the criteria for each national award given away at the February National Leadership Training. Mary Anne encouraged everyone to familiarize themselves with all the awards that are available and offer suggestions. Each chapter may nominate one person for each award.

Bylaws/Procedures

Nichole discussed during the revisions to the bylaws in 2016, the CEC voted to change the number of voting members for a quorum to 4 people which aligned with the sample bylaws given to our chapter by National AGA. The current practice is half of the voting members must be present to constitute a quorum and the discussion was to keep the current practice. During the next revision to the bylaws, the membership can readdress the number needed for a quorum.

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. Rachelle Cabading stated she would contact one individual who worked in the Comptroller's Office. If the guides are not returned, the member should reimburse the chapter \$101.14 for a new guide and shipping.

Drew has contacted National AGA to find out information regarding offering a CGFM exam part 2 class. The cost is \$9,000 and is due no later than 30 days before the scheduled event. Participants will get CPE and a chance to win an exam voucher. National will send 30 exam guides for this class but it will not include binders. The class is tentatively scheduled in the Comptroller's Office audit training room in March 2019.

Communication

Next month's newsletter deadline is October 15th. Be sure to include the word "Newsletter" in email subject lines for quick reference.

Britt would like the information on a change in point structure for the newsletter and pictures from the Gala. Nichole said a link to the pictures should be available this week.

Community Service Committee

Michael reminded everyone that community service is still collecting donations until 10/15 for Alex Green School. The October service project is helping at the Nashville Rescue Mission on October 29th at 4:30. We will help serve dinner to the Men's Campus.

Corporate Sponsorship

Chase stated that he is going to send letters out to ACL and Becker regarding corporate sponsorship for the Winter Seminar.

Early Careers

Nothing to report

Education

The next web conference topic is internal controls and will be in the TN Tower TN Room #1. As of October 2nd, there are 55 people registered. The room will hold 100.

Melissa announced the Winter Seminar will be January 9 -10th. She is still working on speakers for the conference.

Finance

Jai and Sandra K. Brown will collect money at the October luncheon.

Rachelle updated the CEC on behalf of Katie's agenda items. The History Report for 2017-2018 was completed and sent to the national office by the September 30th deadline. The history report is also available on our website.

We had 11 members work the September 30th Titans game. We earned approximately \$1,550 for our chapter. The next volunteer opportunity is November 11th. The next TEAM training is November 8th.

Meetings and Attendance

Reservations for the October luncheon are at 57 so far. Our guaranteed minimum to the DoubleTree is 60. For the September meeting we had 78 reservations and 78 attend. 13 of those in attendance were first time guest. We also had a \$13 returned check and Alex is contacting the individual. The bank charged \$10 fee for the returned check so this individual will owe \$23.

Melvin Jones is working on finding someone for the invocation.

Membership Committee

Bridget reported that we currently have 333 members, including 11 new members since May.

Program Committee

Donna passed out the 40th Anniversary Gala Budget-to-Actual spreadsheet.

Meeting information for October luncheon: Phil Wilson will be the speaker. His topic will be "COSO." He will need the screen; he will be bringing a guest. It will count as CPE. His charity will be Ecuador Missions. Donna Jewell will introduce him.

Donna lead a discussion on asking Mayor Briley to speak at a luncheon and possible topics he could cover.

Website Committee

Nathan stated the Bylaws are posted to the website. He also asked that everyone email website updates to all of the committee members (Nathan, Susan, and Dan).

Details for the September luncheon:

- Invocation: TBD
- Introduction: Donna Jewell
- Meeting location: Doubletree
- Menu: Pasta
- Reserved Table at front of room (no head table):
 - Michael Winston
 - Donna Jewell
 - Aaron Jewell and Guest

Announcements for Next Chapter Meeting

- Titans Game – Michael Winston
- Drew Sadler – CGFM Class
- Community Service – Kilolo or Keevia
- Education - Webinar

Collecting funds: Jai and Sandra Brown

The next CEC meeting is on Wednesday, October 31, 2018 in the Eastern Box Turtle Conference Room on the 3rd floor of the Cordell Hull Building.

Other Business:

As there was no other business, Michael adjourned the meeting at 12:40pm.