

MINUTES
AGA Chapter Executive Committee
August 10, 2017

Submitted by Gathelyn Oliver, Chapter Secretary

The chapter Executive Committee for the Nashville chapter met on Thursday, August 10, 2017, in the 15th floor Conference Room of the James K. Polk State Office Building.

Present (voting members in bold): **Britt Wood, President; Michael Winston, President-Elect; Angela McElrath-Prosser, Past President; Gay Oliver, Secretary; Jennifer Garoutte, Treasurer; Alex Warns, Treasurer-Elect; Drew Hawkins, Awards Chair; Keevia Battle, Community Service Co-Chair; Veronica Coleman, Community Service Co-Chair; Victor Nwanso, Corporate Sponsorship Chair; Chase Trammel, Early Careers; Katie Armstrong, Finance Co-Chair; Jai Sawlani, Finance Co-Chair, Donna Jewell, Program Co-Chair; Donna Nicely, One year Director;** Melissa Lahue, CGFM Chair; Karen Hale, Communication; Rachelle Cabading, Education Chair; Scarlet Sneed, Meetings Chair; Bridget Carver, Membership Chair; Nichole Crittenden, By-Laws; and Susan Slaton, Website Co-Chair.

Call to Order

Britt called the meeting to order at 11:26 a.m.

Minutes

Britt asked if there were any changes to the minutes. Donna moved that the minutes be approved. Jennifer seconded the motion. The minutes were approved.

President's Report

Britt communicated with Jim Arnette, AGA National President about how our chapter can support him. He provided 3 initiatives:

- Make AGA membership a must for government accountability professionals
- Have more people attend national training events
- Increase participation with higher education.

Britt stated that Doreen is no longer with the state, so we need a new one year director. Scarlett volunteered to serve. Katie moved that Scarlett be elected to serve as a one year director. Angela seconded the motion. The motion was approved.

Britt encouraged discussion on ways to publicize AGA such as: advertising on NPR, increasing activity on the chapter Facebook page and personal invites to people or departments.

Britt stated that the budget is still in process and she will send it out via email to the CEC for review before the next CEC meeting.

Past-President's Report

Angela stated that she is working on the Chapter Citizen Centric Report which is due in September and she will be contacting committees for information to be included.

President-Elect's Report

Michael stated that the Tennessee Room was booked for October, so the November meeting will be at the Tennessee Room. Michael, Scarlett and Britt met with the Doubletree regarding monthly luncheons held there. The terms and conditions, pricing and meal choices are the same as last year. Michael moved that we move forward with the Doubletree contract for luncheons. Donna Jewel seconded the motion, and the motion passed.

Michael will work with Britt and Scarlett to procure a caterer for the November 13th meeting in the Tennessee room which has been booked and will hold up to 200 people. Rachel stated that the \$65 non-refundable deposit has been made.

Michael asked that points updates be sent to him before the 9/30 quarterly deadline.

Treasurer's Report

Jennifer she is working on prior months' bank reconciliations and recommended that policies and procedures be developed for Treasurer and Treasurer-elect. Katie volunteered to work with Jennifer to draft procedures. Jennifer asked to be contacted if anyone's budget numbers do not look right.

Awards Committee

Drew stated that the points are posted on the website.

CGFM Committee

Melissa stated that an email was sent out to the membership promoting "pass one get one" for the CGFM exam.

Communication

Karen Hale reminded the committee that she needs committee news and bios no later than August 18, 2017, for the newsletter. As always, include the word "Newsletter" in the subject line of emails for quick reference.

Community Service Committee

Keevia reported that the first project will be collecting school supplies for Alex Green School.

Corporate Sponsorship

Victor stated that they are working on sponsors and expect \$500 from Becker and \$1,000 from ACL.

Education Committee

Rachelle reported that we are co-sponsoring webinars with the Comptroller's office again this year. The Winter Seminar will be held in January. We will confirm the dates after the speakers are confirmed.

Finance

Katie reported that they will need information for the history report which is due 9/30/2017. Katie discussed an opportunity for fundraising by staffing a concession stand at Nissan Stadium through Legends Volunteer Team. Workers will be required to attend training prior to serving. AGA would receive 10% of net food and non-alcoholic beverage sales, 8% of net alcoholic beverage sales and 100% of all cash and credit tips. A minimum of \$85 per volunteer per game is guaranteed. After some discussion, it was decided to survey the membership to determine how many people would be interested in participating. Should we decide to participate, members who volunteer should receive points similar to webinar attendance points. Katie agreed to be the point person on this opportunity.

Meetings and Attendance

Scarlett reported that the September meeting reservation is already available on the website, standing reservations do not carry over and there was no change in the Doubletree pricing from last year. Britt moved that member lunch prices at the Doubletree remain the same as last year which are as follows: member lunch \$13, member cancellation with replacement \$13, no show \$30, guests \$30, first time guests free. Michael seconded the motion. The motion was approved. Britt stated that lunch prices at the alternate location would be discussed at a later date.

Membership Committee

Bridget reported that we currently have 329 members, including 3 new members. Each member that sponsors a new member will receive a \$10 gift card. The member who sponsors the most new members between May 2017 and December 2017 will receive \$100.

Program Committee

Donna reported that Nathan Abbott speak at the first AGA meeting on September 18th on the topic "Communicating Data with Visualization" and it will be CPE-eligible. Rachelle Cabading will introduce him. Donna and Rachelle met with Kesha Thomas with the Middle Tennessee Chapter of the ACFEs about a joint meeting in February. She is going to present this idea to their Chapter Board later this month.

Donna stated that we have speakers tentatively confirmed for November (Jim Arnette) and December (Glenda Ostrander). Donna requested ideas for speakers and topics for the other meetings. Jim Arnette requested that we have a panel of college/university accounting professors one month as part of AGA's higher education initiative. Donna asked CEC members to send her contact information of any local professors.

Website Committee

Susan stated that the new website has been rolled out and points are updated. She stated that any website updates and/or changed should be sent to Susan, Dan or Nathan.

Other Business

Britt stated that we need volunteers for the September meeting Head Table. We have another CEC meeting before the chapter meeting where this can be finalized.

The next CEC meeting is on Thursday, September 14, 2017.

As there was no other business, Britt adjourned the meeting at 12:54.