

AGA – Phoenix Chapter
Board Meeting
Tuesday, August 4, 2015
11:48 a.m. to 1:52 p.m.

Macayo's Depot Cantina
300 S. Ash Avenue
Tempe, AZ 85281

Minutes

Attendees:

Mary Adelman, CGFM	Membership Committee Chair
Yvonne Clark	Program Committee
Josh Consier	President
Leslie De'Reche, CGFM	Treasurer
Elisa Gin	CGFM Chair
Michelle Huckabay, CGFM	Newsletter Chair
Gergana Kovatcheva, CGFM	Vice President
Josh Neidigh	Young Professional Chair
Keith Orr, CGFM	Education Committee
Justin Poll, CGFM	Education Committee
John Schutter	Community Services Chair
Jerry Snyder, CGFM-Retired	Education Committee
Karie Tepper	Webmaster
Brittney Williams, CGFM	Education Committee
Kim Prendergast, CGFM	Secretary/Accountability Chair

Not present:

None

I. President Josh Consier called the meeting to order at 11:48 a.m.

II. Approval of minutes (2/25/15, 5/13/15 Elections, 6/2015 email voting)

MOTION: John Schutter made a motion to approve the minutes for 2/25/15, 5/13/15 Elections, and 6/2015 email voting for the National PDT donations. Karie Tepper seconded the motion and it passed unanimously. (Brittney Williams was not present for the vote.)

III. Approval of Treasurer's Reports

ACTION: Josh Consier to send Leslie his mailing address information to submit to the Arizona Corporation Commission as our chapter's agent.

ACTION: Leslie to email IRS 990 update to board members.

Leslie De'Reche presented the Treasurer's Reports for February 2015, March 2015, April 2015, May 2015, and June 2015.

MOTION: Brittney Williams made a motion to accept the February 2015, March 2015, April 2015, May 2015, and June 2015 Treasurer's Reports. Jerry Snyder seconded the motion and it passed unanimously.

IV. Committees

Committee chairs for the 2015-16 program year will be:

Josh Neidigh	Young Professionals
John Schutter	Community Services
Gergana Kovatcheva	Scholarship
Elisa Gin	CGFM
Keith Orr	Education
Mary Adelman	Membership
Michelle Huckabay	Newsletter
Yvonne Clark	Programs
Karie Tepper	Webmaster
Kim Prendergast	Accountability

V. Travel budget

MOTION: Keith Orr made a motion to set the travel budget at \$3,500. Jerry Snyder seconded the motion and it passed unanimously.

VI. Board Meeting Expense Budget

For FY 2014-15, we spent \$1,060 on board meeting expenses. The budget was \$2,000 last year.

MOTION: John Schutter made a motion to set the Board Meeting Expense budget at \$2,000 for the new year. Mary Adelman seconded the motion and it passed unanimously.

VII. Membership

Mary proposed hosting a social event. Several ideas were presented for a social event combined with a CPE event of 1 hour, or a purely social event at a park. Mary said she would work on a social event for the Spring.

MOTION: Mary Adelman made a motion to set the membership budget at \$2,000. Justin Poll seconded the motion and it passed unanimously.

VIII. Newsletter

Michelle asked for submissions to include in the newsletter. She usually prepares for the upcoming newsletter by the 15th or 20th of the prior month. Topics such as write-ups on the SLM or PDT would be appreciated.

ACTION: Michelle to email newsletter link to Justin to include in member email blasts.

IX. CGFM

Elisa would like to clarify that for individuals who pass the CGFM exam, we will reimburse the tests and application fee up to \$445 of actual costs. She will continue to lend the CGFM study materials, and is planning to have an event in March giving out gift cards and extra CGFM lunch bags from the PDT for CGFM month. Elisa will also work on the State Proclamation from our chapter. We alternate years submitting the State Proclamation request with the Southern Arizona chapter.

MOTION: Elisa Gin made a motion to set the CGFM budget at \$1,000. Mary Adelman seconded the motion and it passed unanimously.

ACTION: Justin Poll to check into hosting a CGFM study session.

X. Scholarship

Gergana Kovatcheva recommended keeping the scholarship amounts the same as last year, with one \$1,000 scholarship, and if two good candidates are found, a second for \$500.

MOTION: Michelle Huckabay made a motion to set the scholarship budget at \$1,500. Brittney Williams seconded the motion and it passed unanimously.

XI. Education

Possible meeting times and subjects were discussed. It was recommended that we reach out to Nationals to get topics finalized for the webinars.

The Education Committee will meet separately to finalize the education plan.

Pricing for meetings was discussed. Last year members paid \$20 per meeting or \$180 for 11 sessions, while nonmembers paid \$30 per session.

MOTION: John Schutter made a motion to charge members \$20 per meeting and nonmembers \$30 per meeting. The member package will be \$180 for 11 meetings, while a nonmember package will be offered at \$330 for 11 meetings (no discount). Karie Tepper seconded the motion and it passed unanimously.

Keith Orr presented his proposed Education budget. The budget totaled \$24,250 and included \$6,000 for PDC expenses, \$2,000 for audio conferences, \$16,000 for chapter meetings and Ethics, and \$250 for Chapter gifts.

MOTION: John Schutter made a motion to accept the education budget of \$24,250 as detailed above. Justin Poll seconded the motion and it passed unanimously.

ACTION: Kim to check with ASCPA for Ethics teacher availability on 1/22/16, and to check with Rufus Glasper's assistant for Maricopa Community College Board Room usage.

ACTION: Kim to check with Rio Salado for Conference Center availability for 4/22/16 PDC.

XII. Online Registration - Eventbrite

Josh Consier recommended that we continue using Eventbrite for our registration. The cost of Eventbrite is a fee similar to a credit card fee plus a processing fee of approximately \$.99 per transaction.

XIII. Programs

Yvonne wanted to see what an acceptable increase in catering fees would be, if the caterer proposes an increase. Though discussions, it appeared a 5% increase in catering fees would be acceptable.

ACTION: Yvonne Clark to email Karie Tepper with Lisa Kirch's contact information.

XIV. Community Services

John reviewed his plans to host two Ronald McDonald House dinners, sponsor Salvation Army Christmas Angels, and volunteer for VITA.

John's proposed Community Service budget includes \$300 for food for the Ronald McDonald House Dinners, \$100 for shirts, and \$100 for the Christmas Angel program.

MOTION: Leslie De'Reche made a motion to set the Community Services budget at \$500. Mary Adelman seconded the motion and it passed unanimously.

Later in the meeting, John requested an additional \$100 to provide a charity match with Costco. For the \$100 we donate, Costco will match it.

MOTION: Brittney Williams made a motion to amend the Community Services budget up by \$100 to \$600 to include the charity donation. Michelle Huckabay seconded the motion and it passed unanimously.

XV. Early Career

Josh Neidigh stated that the best way to recruit early career members is to get involved at the university level and talk to Accounting students. Josh requested a small budget for pizza.

MOTION: Karie Tepper made a motion to set the Early Career budget at \$100. John Schutter seconded the motion and it passed unanimously.

XVI. Website

Karie Tepper requested a \$500 budget for the website including the web hosting fee and any consultant charges.

MOTION: Leslie De'Reche made a motion to set the web site budget at \$500. Elisa Gin seconded the motion and it passed unanimously.

XVII. Sectional Leadership Meeting and Professional Development Training Update – Attendees

The attendees commented on speakers and information shared.

XVIII. Other items

Josh Consier requested the list of PIN codes for webinars. John Schutter will provide.

Josh Consier stated that we need to update the chapter bylaws.

Josh Consier requested that all board members send an email to Karie with their name, position held, prior positions, designations, personal or work email. If all the data is correct, please send an email to Karie stating as such.

Leslie De'Reche stated that the person who completed the financial review the last two years retired unexpectedly, so a new individual is needed.

XIX. Adjournment

The meeting was adjourned at 1:52 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kim Prendergast".

Kim Prendergast, CGFM, AGA Phoenix Chapter Secretary