

AGA – Phoenix Chapter
Board Meeting Minutes
November 15, 2017
2:00 p.m. to 3:20 p.m.
Arizona Department of Education
1535 W. Jefferson Room 312, Phoenix, AZ 85007

Attendees:

Mary Adelman, CGFM	Membership Committee Chair
Kelly Alkhoury	Scholarship Committee Chair
Michelle Huckabay, CGFM	Vice President/Newsletter Chair
Gergana Kovatcheva, CGFM	President
Keith Orr, CGFM	Education Committee Chair
Kim Prendergast, CGFM	Secretary/Accountability Chair
John Schutter	Community Services Committee Chair
Jerry Snyder, CGFM-Retired	Education Committee
Anthony St. George	Treasurer/Education Committee

Not present:

Josh Consier	Past President
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Special Guest:

Dennis Green, AGA National Treasurer Elect

I. President Gergana Kovatcheva called the meeting to order at 2:00 p.m.

II. Discussion of the AGA Governance Models – Dennis Green, AGA National Treasurer Elect

Dennis Green provided highlights of the three potential models for AGA's new governance structure. Dennis reviewed the attributes of each model, and asked us to provide feedback to AGA Nationals through email or feedback form for which is the best representation for AGA, whether it be one of the models or elements of each.

III. Approval of minutes

MOTION: Jerry Snyder moved to approve the August 3, 2017 and the October 2017 Email Vote. Keith Orr seconded the motion and it passed unanimously.

IV. Approval of Treasurer's Reports

It was noted that the revenue from the CGFM review course hit the financials in October 2017, while the expenses will hit in November 2017. A small profit was made on the course.

It was asked that the inventory balance of \$25.03 from the June 2017 financials be researched to determine if we still have the Southwest speaker gifts.

It was asked if the IRS 990 filing for June 2017 has been completed.

ACTION: Anthony St. George to look for speaker gifts.

MOTION: Mary Adelman moved to approve the April 2017 through October 2017 treasurer reports. Kelly Alkhoury seconded the motion and it passed unanimously.

V. Cash Flow Statement and Budget Review – Anthony St. George

Anthony reviewed with the board that the last few years the chapter has been operating at a small deficit (In 2014-15 <\$643>, in 2015-16 <\$747>, and in 2016-17 <\$5,705>).

Travel expenses for 2014-15 were \$1,300. For 2015-16, \$1,300, and for 2016-17 \$4,650.

The deficit for 2016-17 was larger due to travel expenses for 2015-16 and 2016-17 both hitting in 2016-17. The 2015-16 expenses were reimbursed in August 2016, while the expenses for the 2017 PDT registration fees and airfare were reimbursed in May and June 2017, allowing travel expenses for two PDTs to hit in the same fiscal year.

The PDT is our surplus generator, with approximately \$6,000 profit for the last three years.

The monthly meets costs exceed revenue for the chapter. This may be corrected by recently raising the monthly meeting fees.

VI. Approve audit letter for 2016

Mary Adelman provided a letter responding to the issues raised in the 2016 audit. Gergana Kovatcheva (President) and Anthony St. George (Treasurer) signed the letter.

Issues were also identified in the 2017 audit. Anthony will provide a letter addressing those issues.

ACTION: Anthony St. George to provide a letter responding to the issues raised in the 2017 audit.

VIII. CGFM Course Reconciliation (Michelle Huckabay)

The CGFM Review Course made a profit of \$770.89.

ACTION: Gergana to follow up with Grant Thornton regarding financial sponsorship.

IX. Scholarship update (Kelly Alkhoury)

Kelly reached out to all of the universities in the state. The University of Arizona and Maricopa Community Colleges agreed to post the scholarship. Anthony reached out to the ASU Beta Alpha Psi chapter which agreed to advertise it in their newsletter.

No applications have been received yet.

X. Education Plan Update (Keith Orr)

We still need one 50 minute speaker for the PDT.

Still working on speakers for the tax update.

ACTION: Gergana to check with AGA Nationals to see if Ann Ebberts is available to speak at the PDT, as we requested her several months ago.

ACTION: Keith Orr to check with Pasquale Nigro, a new chapter member from Deloitte, to see if he would be interested in speaking at the PDT.

XI. Community Services Update (John Schutter)

John is asking members to bring presents to the next meeting for the Salvation Army.

John will contact VITA and invite them to speak at a meeting.

XII. Chapter Recognition Program – Points Update

Michelle Huckabay and Kim Prendergast both review the points quarterly for submission.

XIII. Sectional Leadership Meetings and Professional Development Training update

The SLM will be held April 19-21, 2018 in Kansas City, MO. Two board members may attend. Kelly and Anthony are both new board members who may find benefit in attending.

Hotel reservations are currently open for the 2018 PDT in Orlando.

XIV. Chapter Policies and Procedures (Gergana Kovatcheva)

Policies for our chapter would be good to have for succession planning, including checklists for events.

XV. Archive Files on the Website

Other chapters in our region will be sharing policies in a group file. In addition, a template for soliciting sponsorship will be provided.

ACTION: Gergana Kovatcheva to add all board members to shared files.

XVI. Nomination for RVP

Gergana told the board that the RVP position for 2019-20 is still available. Please fill out an application if you are interested. Gergana will send the link.

ACTION: Gergana Kovatcheva to send link to RVP application.

XVII. Other items

- a. Combined meeting with Southern Arizona Chapter.
ACTION: Michelle to reach out to Southern Arizona Chapter for potential meeting.
- b. IRS 990 Form
ACTION: Kim Prendergast to check on process for IRS Form 990 filing.
- c. Food at meetings
ACTION: Michelle to follow up with the caterer regarding variety of meals.

XVIII. Adjournment

The meeting was adjourned at 3:20 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Kim Prendergast". The signature is written in a cursive, flowing style.

Kim Prendergast, CGFM