

AGA – Phoenix Chapter
Board Meeting Minutes
August 5, 2016
11:58 a.m. to 1:44 p.m.
Macayo's Depot Cantina
300 S. Ash Avenue Tempe, AZ 85281

Attendees:

Mary Adelman, CGFM	Membership Committee Chair
Josh Consier	Past President
Leslie De'Reche, CGFM	
Gergana Kovatcheva, CGFM	President
Keith Orr, CGFM	Education Committee Chair
Justin Poll, CGFM	Education Committee
Jerry Snyder, CGFM-Retired	Education Committee
Josh Neidigh	Young Professional Committee Chair
John Schutter	Community Services Committee Chair

Not present:

Yvonne Clark	Program Committee Chair
Michelle Huckabay, CGFM	Vice President/Newsletter Chair
Karie Tepper	Webmaster
Brittney Williams, CGFM	Education Committee
Kim Prendergast, CGFM	Secretary/Accountability Chair

I. President Gergana Kovatcheva called the meeting to order at 11:58 a.m.
President Kovatcheva notified the Board that Elisa Gin has resigned from the Board.

II. Approval of minutes

MOTION: Keith Orr made a motion to approve the minutes for 2/16/16. Justin Poll seconded the motion and it passed unanimously.

MOTION: Josh Consier made a motion to approve the chapter meeting elections. Justin Poll seconded the motion and it passed unanimously. Officer for the 2016-17 program year:

Gergana Kovatcheva	President
Michelle Huckabay	President Elect
Josh Neidigh	Treasurer
Kim Prendergast	Secretary

III. Approval of Treasurer's Reports

ACTION: Leslie De'Reche will send copies of the July 2015 – present Treasurer Reports for email approval or will bring copies to the next board meeting.

MOTION: Josh Neidigh made a motion to remove Keith Orr, Leslie De'Reche and Josh Consier as signers on the chapter account at the credit union and add John Schutter,

Josh Neidigh and Gergana Kovatcheva as signers. Justin Poll seconded the motion, and it passed unanimously.

IV. Committee Assignments

Membership – Mary Adelman

Newsletter – Michelle Huckabay

CGFM – Gergana Kovatcheva

Scholarship – Leslie De'Reche

Education – Keith Orr

Programs – Leslie De'Reche/Mary Adelman (back-up)

Community Service – John Schutter

Early Career – Open (John Schutter is recruiting recent ASU graduates)

Website – Karie Tepper/Josh Consier

V. Travel Budget

MOTION: John Schutter made a motion to set the 2016-17 travel budget at \$3500. Josh Consier seconded the motion, and it passed unanimously.

VI. Board Meeting Expense Budget

MOTION: Justin Poll made a motion to set the 2016-17 Board Meeting budget at \$2000. John Schutter seconded the motion, and it passed unanimously.

VII. Membership

Holding a social event after the February tax update was discussed. Mary Adelman will research holding the event at SkySong or another venue near SkySong and report back to the board.

MOTION: Mary Adelman made a motion to set the 2016-17 membership budget at \$2000. Josh Consier seconded the motion, and it passed unanimously.

ACTION: If your employer does not pay for your AGA renewal, forward your invoice to Leslie for her to pay Nationals directly.

VIII. Newsletter

Newsletter Chair was not present.

IX. CGFM

MOTION: Justin Poll made a motion to set the 2016-17 CGFM budget at \$1000. John Schutter seconded the motion, and it passed unanimously.

X. Scholarship

MOTION: Justin Poll made a motion to set the 2016-17 Scholarship budget at \$1500 for one \$1000 and one \$500 scholarship. John Schutter seconded the motion, and it passed unanimously.

XI. Education

National has announced dates for webinars but not topics. Justin Poll stated the changes at National indicate this will be the normal process going forward for webinars. National will continue to offer 4 hours of free webinars to members throughout the program year. The Chapter needs to share this information going forward with our members. There was discussion on potential live speakers for this program year. We need to be careful not to overlap the speaker and topics covered by the Arizona State Society.

Tentative schedule for program year 2016-17:

9/14/16 – Live speaker
10/12/16 – national webinar
11/16/16 – national webinar
12/7/16 – holiday social/live speaker
1/18/17 – live speaker
2/8/17 – national webinar
2/17/17 – tax update (live speaker)
3/8/17 – live speaker
4/12/17 – national webinar
5/17/17 – tbd
6/14/17 – tbd

Special sessions:

1/20/17 – Ethics
3/31/17 – Annual Professional Development Conference

MOTION: John Schutter made a motion to set the 2016-17 regular meeting fees at \$20 per meeting for AGA members and \$35 per meeting for non-members. There will be a discounted rate of \$180 for members purchasing all 11 regular meetings. Justin Poll seconded the motion, and it passed unanimously.

MOTION: Josh Consier made a motion to set the 2017 Professional Development conference fee at \$100 for members and \$165 for non-members. John Schutter seconded the motion, and it passed unanimously.

MOTION: Keith Orr made a motion to set the 2016-17 education budget at \$15,000 and the Professional Development conference budget at \$6,250. Leslie De'Reche seconded the motion, and it passed unanimously.

XII. Online Registration

The continued use of Eventbrite was discussed.

National recommends chapters use a mail listserv service for email notifications to members. Currently Mary Adelman prepares the email list and Justin Poll emails notices.

ACTION: Josh Consier will research the cost to use a mail service.

ACTION: Josh Consier and Mary Adelman will get a new announcement process established.

XIII. Programs

Leslie De'Reche will take over the Programs committee. Mary Adelman will assist.

XIV. Community Service

John Schutter discussed his plan for the 2016-17 program year. Hi plan includes preparing dinner at the Ronald McDonald House, making donations to local charities, asking members to donate cans of food and finding donations for a silent auction at the annual PDC with the proceeds going to a local charity.

MOTION: John Schutter made a motion to set the 2016-17 community service budget at \$600. This is includes two dinners at the Ronald McDonald House at \$150 each, two \$100 donations to local charities and \$100 for t-shirts for those that volunteer at community service events. Leslie De'Reche seconded the motion, and it passed unanimously.

XV. Early Career

Josh Neidigh resigned as chair since he the Treasurer. John Schutter is recruiting several recent ASU graduates to join AGA and become the Early Career Chair.

MOTION: Josh Neidigh made a motion to set the 2016-17 early career budget at \$100 for refreshments/pizza at a student recruitment meeting. Jerry Snyder seconded the motion, and it passed unanimously.

XVI. Website

National will be taking over the hosting of chapter websites. The Phoenix Chapter conversion is expected to be in the spring of 2017. Until that time the Phoenix Chapter must continue to maintain the website.

MOTION: Josh Consier made a motion to set the 2016-17 website budget at \$500. John Schutter seconded the motion, and it passed unanimously.

XVII. Sectional Leadership Meetings and Professional Development Training Updates
The Board will determine attendance at upcoming events at a later date.

XVIII. Other Items

Form 990 filing was discussed. The IRS erroneously has AGA chapters recorded as receiving most of the revue from membership base (membership fees) not training fees. As such chapters are being reverted by the IRS to 501(c)6 not 501(c)3. Failure to submit the required Form 990 three years in a row will revoke the chapter's exempt status.

ACTION: Josh Neidigh will notify the board that the From 990 has been filed. Notation of this should be recorded in the Board meeting minutes.

XI. Adjournment

The meeting was adjourned at 1:44 p.m.

Respectfully submitted,

Mary Adelman, CGFM