



**ASSOCIATION OF GOVERNMENT ACCOUNTANTS  
Tallahassee Chapter  
Tuesday, August 8, 2017 – 5:30 PM  
Chapter Executive Committee Meeting  
DHSMV, Kirkman Building Training Room B203, 2900 Apalachee Parkway**

**MINUTES**

**Call to Order** – President Alexandra Weimorts called the meeting to order at 5:35 pm. The following officers and directors were in attendance:

Chapter Officers:

Alexandra Weimorts, President  
Antonio Murphy, Treasurer  
Denison Graham, Treasurer-Elect  
Steve Burch, Immediate Past President

Chapter Directors:

Patrick Cowen  
Jamaal Dickens  
Justin Evans  
Sue Graham  
Ernestine Jackson  
Jim Maxwell  
Kim Mills  
Sam McCall  
La'Vondria Norton  
Angie Robertson  
Sasa Stefanovic  
Nate Seabrooks

Officers and Directors not present:

Jim Lewandowski  
Jennifer Larsen  
Jose Alfaro  
Melinda Miguel

**Guests:** None

**Meeting Quorum** – President Alexandra Weimorts welcomed the officers and directors to the meeting. Immediate Past President Steve Burch indicated a quorum was present.

**Prior Meeting Minutes** – June 2017 CEC minutes were presented to the Board and a motion was carried and seconded to adopt.

**Introductions to the newly appointment CEC members was completed.**

## **New Business**

### Financial Review for Chapter 2016/17

President Alexandra Weimorts discussed the 2016/17 Financial Review that National recommends all Chapters perform and submit for Chapter Recognition points. It will be due 90 days after our Chapter year closing of May 2017, so the due date is August 31, 2017. Kim Mills indicated that she will reach out to Marvin Doyal. Mr. Doyal performed the review last year and due to time constraints, it was recommended that his familiarity will the Chapter would be a plus.

### Acknowledge 06/28 email vote of new member

President Alexandra Weimorts thanked the CEC for approving via email vote on June 28<sup>th</sup> Jamaal Dickens to the CEC. Mrs. Weimorts indicated that there were 15 yes and 4 CEC members did not respond. Mr. Dickens will be working with Millicent Burns to transition to the Newsletter Editor role.

### IRS Filing 990

President Alexandra Weimorts discussed the deadline for filing the IRS Form 990. The discussion was centered around if the due date is based on the National Chapter year end date or the Chapters. The Tallahassee Chapter bylaws has multiple dates including a chapter year end date, a program year end date, and a fiscal year end date. This topic was tabled to research the true due date of the form. Ms. Weimorts indicated that she would follow-up with the CEC once she received clarification from National and the IRS. It was decided, however, that the Treasurer and Treasurer-Elect will work together in filing the IRS Form 990.

### Article of Incorporation with DOS

President Alexandra Weimorts indicated that she could not locate that the Tallahassee Chapter filed an Articles of Incorporation with DOS. It was decided that the Bylaws Chair Justin Evans will develop the Articles of Incorporation and submit it to the CEC at the next meeting in September. Sam McCall provided his assistance if the Chair needs it.

### Tallahassee AGA Gmail account

President Alexandra Weimorts and Immediate Past President Steve Burch inquired on who would be responsible for monitoring the Tallahassee Chapter Gmail account. Mr. Burch informed the CEC that he received an email to his personal account that indicated no one was reviewing and forwarding the messages to the correct individuals. It was decided that the Secretary would be primary and the President-Elect will be secondary. Alexandra Weimorts would send email to the Secretary and President-Elect informing them of this action.

### Proposed Webinars dates/topics

President Alexandra Weimorts presented to the CEC the proposed webinar dates for the upcoming Chapter year. Mrs. Weimorts suggested that we select November 15<sup>th</sup>, January 10<sup>th</sup>, March 7<sup>th</sup>, and April 25<sup>th</sup> and asked if any of these dates conflicted with other events from other organizations. Mrs. Weimorts also indicated that the SBA Hermitage Center was available for these dates and they asked if employees would be available to come to the webinar for free. The CEC agreed that non-AGA members working at the Hermitage Center can attend for free. A motion was carried and seconded for the approval of the Webinar dates.

### Proposed Date for 1 day training

President Alexandra Weimorts presented to the CEC a proposed tentative schedule and a review of possible topics for the one day MEMBERS ONLY training event. The proposed date is in May 2018 and possibly early June 2018. The MEMBERS ONLY one day training event will provide up to eight hours of CPE. A discussion occurred to provide history as to why we are only providing the event to MEMBERS ONLY. The discussion was centered around reducing the webinar days from eight to four since it was difficult to arrange and facilitate. The one day training event would provide the missing free CPE hours by reducing the webinars from eight to four.

### National Regional Vice-President (RVP) visit

President Alexandra Weimorts informed the CEC that the National RVP LaTaya Lucas wanted to visit the Tallahassee Chapter. The CEC recommended a luncheon or GTE. Mrs. Weimorts will notify Ms. Lucas.

### National Professional Development Training (PDT) Update

President Alexandra Weimorts asked the Tallahassee Chapter PDT representatives Sue Graham and Justin Evans to provide an update on the event. Ms. Graham indicated that the Tallahassee Chapter received two awards for Best Growth in a Chapter and the award for Platinum Status.

### Google Docs Research

President Alexandra Weimorts asked the Finance Chair Angie Robertson to discuss with the CEC electronic storage possibilities. Immediate Past President Steve Burch informed the CEC that National provided the Chapter with access to a storage location for chapter documents and that he provided National with the authorized users. Mr. Burch indicated that the storage location cannot create folders for organization purposes and that National said that was forthcoming. Mrs. Robertson indicated that she will review the archive folder.

## **Old Business**

N/A

## **Committee Reports**

### Chapter Recognition Program

On the agenda but no report due to President-Elect Jim Lewandowski's absence.

### CGFM

Chair Sue Graham updated members that Parts 1 and 3 of the CGFM exam review course have been scheduled for October 4<sup>th</sup> through 6<sup>th</sup>. As of tonight, there were four registrants. It was recommended that

a second notice be sent out August 10<sup>th</sup> and a third notice be sent August 21<sup>st</sup>. The early registration discount ends August 30, 2017. President Weimorts indicated that she will reach out to the Secretary to ensure the notices go out timely.

### Citizen Centric Reporting

Chair Sasa Stefanovic indicated that the report is due September 30, 2017 and that he will be reaching out to highlight the Chapter's accomplishments from the last chapter year. He indicated that National recommended last year that we include items such as the number of attendees per event (member and non-member), visual/photographs, new challenges, and auditing/reviewing financials.

### Community Service

Chair Ernestine Jackson shared with the CEC that the first community service event will be the WFSU phone drive September 11<sup>th</sup> and 13<sup>th</sup> from 5-7pm. A discussion occurred concerning on how to increase our participation on community service events. The CEC recommended that we provide free luncheons for the first four volunteers to sign up.

### Education

President Alexandra Weimorts provided the CEC with the luncheon speakers and dates for the upcoming Chapter year. Chair Melinda Miguel is still trying to reach out to cover the remaining dates.

### Finance Committee

Chair Angie Robertson indicated that the Chapter's financial information was recently handed off so she is currently reviewing. It was also identified that due to her skill set with QuickBooks Treasurer-Elect Denison Graham will be setting up the Chapter's records in QuickBooks once they are reconciled by the Finance Committee.

### Membership

Sue Graham shared that the Tallahassee membership count is at 322, which is #6 nationally.

### Newsletter

Chair Jamaal Dickens indicated that the handoff for the Newsletter duties was completed recently. Millicent Burns will assist him for the first chapter newsletter scheduled to go out September 30<sup>th</sup>. Possible content will include the National PDT, CGFM Training, Community Service, Upcoming webinars/luncheons, new website, number of members, and the GTE dates.

### Website

Immediate Past President Steve Burch updated members that the new website platform is active. One available function is the ability to post "Chapter News" so if anything exciting comes up that we need to publicize, we should let him know.

### Government Training Event

On the agenda but no report.

**No Committee Reports Requested**

- Awards
- Bylaws
- Early Careers / Student Membership
- Nominations
- Records Management

**Next CEC Meeting**

President Alexandra Weimorts indicated that our next CEC meeting is scheduled for September 12, 2017.

**Adjournment**

There being no further business before the CEC, the meeting was adjourned at 7:17 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "S Burch", written over a horizontal line.

Steve Burch  
Immediate Past President