



ASSOCIATION OF GOVERNMENT ACCOUNTANTS

Tallahassee Chapter

Tuesday, May 9, 2017 – 5:30 PM

**Chapter Executive Committee Meeting
HSMV, Neil Kirkman Building, Room B-203**

MINUTES

Call to Order – President Steve Burch called the meeting to order at 5:40pm. The following officers and directors were in attendance:

Chapter Officers:

Steve Burch, President
Alexandra Weimorts, President-Elect
Jim Lewandowski, Secretary
Patrick Cowen, Immediate Past President
Jennifer Larsen, Treasurer

Chapter Directors:

Sue Graham
Melinda Miguel
Nate Seabrooks
Jim Maxwell
Kim Mills
Sam McCall
Ernestine Jackson

Officers and Directors not present:

Lemuel Toro
Sasa Stefanovic
La’Vondria Norton
Michael White
José’ Alfaro
Justin Evans

Guests: Ms. Angie Robertson and Mr. Antonio Murphy were present

Meeting Quorum – President Steve Burch welcomed the officers and directors to the meeting. The Secretary, Jim Lewandowski, indicated a quorum was present.

Prior Meeting Minutes – Prior minutes were not presented to the Board and will be presented to Board for adoption at the June, 6, 2017, meeting.

New Business

Guests

Guests were introduced to the Board: Ms. Angie Robertson from the Florida Department of Financial Services and Antonio Murphy from the Florida Department Juvenile Justice. In response, each Board member introduced themselves.

2017-2018 Budget

Steve Burch presented the Board with his budget plan for the 2017-2018 Chapter year. Changes included proposed continued funding of the CGFM scholarship, strengthening the Chapter's funds reserve, and an additional funding of CGFM training in October 2018. The budget was reviewed and discussed by the Board. There was a motion to approve and it was seconded. The motion passed unanimously.

June 2017 Webinar

Steve advised the Board that due to unforeseen circumstances the June 2017 Webinar location was lost. Alexandra had made arrangements for the webinar with the Capital City Country Club (CCCC); however, the technological capability to host a luncheon had not been verified. Jim Lewandowski stated he would visit the site to ensure webinar capability. There was a motion made and seconded to move the webinar to the CCCC contingent on Jim Lewandowski reporting back his findings. The motion passed unanimously. Melinda Miguel, Kim Mills and Jim Lewandowski will provide technical and sign-in support. Steve Burch will send the webinar procedures.

2017-2018 Chapter Plans

Alexandra Weimorts informed members that Chapter Plans will be drafted by the committees and returned to the Board proper for submission to National. Committees were encouraged to allow for a submission date of May 31 in an effort for the Chapter to receive extra Chapter Recognition points. Alexandra to send draft plans to appropriate chair.

Event Cancellation Insurance

Alexandra contacted the Chapter's insurance agency to check on comparable plans to ensure the GTE in the event of loss of venue, acts of God, and other events which cannot be mitigated. There was discussion on what our current policy covers and if additional coverage was necessary. Alexandra is going to get a copy of the policy, discuss specifics of current coverage, and research possible recommendations for additional gap coverage, if needed. Possible cost for the 2-day coverage between \$3,000-\$3,500.

SLM Update

Jim Lewandowski reported some of the items pressed into the Chapters by National, including greater outreach in early careers and finding ways to promote the CGFM designation within each Chapter's service area. Alexandra reported that items of discussion involving change included a review of the local-to-national governance structure, a review of AGA/CGFM branding, changing the AGA name to something more inclusive of non-accountants, and a need for Chapters to formally document management practices. Additionally, the PDT is scheduled for July 9th – 12th. There is ongoing discussion of who will attend to represent the Tallahassee Chapter. Both Jim and Alexandra commended Sue Graham as the National staff consistently stated at the SLM that Sue was the gold standard to which all should strive to attain in the area of membership management. Sue has done an exceedingly amazing job as Membership Chair.

Old Business

None

Committee Reports

Chapter Recognition Program

Nothing to report

Community Service

Ernestine Jackson suggested a change from the usual food/fruit basket to an electronic device and accessories to provide for auction at the PDT. The Board agreed that it would travel better than the basket. Members suggested a Kindle fire with carry case and if any remaining budget to use for Amazon gift card. Steve Burch offered to locate and purchase an appropriate device to send.

Finance Committee

Financial reports were presented to the Board for review generating no discussion. Because of the growing membership and financial activity of the Chapter, a motion was made to purchase software such as Quicken or Quickbooks to include a minimum of 3 licenses, but not to exceed \$500 without further consulting the Board. The motion was seconded and approved.

Education

Steve Burch reminded the Board that the May webinar and luncheon occur on the same day, so each Board participant needed to verify they would be in attendance at one or the other to assist. Also June 21 is the last luncheon of the Chapter year and is free to all members.

Membership

Sue Graham advised the Board that current membership stands at 349, currently ranking Tallahassee as eighth in the Nation.

Nominations

Nothing to report

Records Management

Alexandra reported that Lemuel Toro has resigned his position as the Chapter Records Chair and will not serve on the Board for the 2017-18 chapter year. Steve Burch stated that he may consider stepping into the position, but that would not occur until October of the next Chapter year. Lemuel has materials to return to the Chapter.

Website

Steve reported he has been actively working with National to develop the new standardized website. The new website is well underway and should be available for launch soon. Steve informed members that the local chapter web hosting expires in June. If the new national hosted site is not ready the chapter will need to purchase a three (3) month subscription which is approximately \$50. Steve will forward link to the site for members to review. Board members will be sent a link soon to have a look at it.

Awards

Kim Mills asked if any nominations have been submitted to the Chapter or are there pending nominations to be made by the May 19, 2017 deadline. Members discussed potential nominations for consideration.

No Committee Reports Requested

- Bylaws
- CGFM
- Citizen Centric Reporting
- Early Careers / Student Membership
- Newsletter
- Government Training Event

Next CEC Meeting

Steve Burch shared that our next CEC meeting is scheduled for June 6, 2017 from 5:30 pm-7:30 pm, at Giorgio's on the Parkway.

Adjournment

There being no further business before the CEC, the meeting was adjourned at 7:37pm.

Respectfully submitted,

Jim Lewandowski

Jim Lewandowski
Secretary