



**ASSOCIATION OF GOVERNMENT ACCOUNTANTS  
Tallahassee Chapter  
Chapter Executive Committee Meeting  
July 12, 2016  
HSMV, Neil Kirkman Building, Room B-130**

**MINUTES**

**Call to Order** – President Steve Burch called the meeting to order at 5:45 pm. The following officers and directors were in attendance:

Chapter Officers:

Steve Burch, President  
Patrick Cowen, Immediate Past President  
Jim Lewandowski, Secretary  
Katie Sanders, Treasurer

Chapter Directors:

Nate Seabrooks  
Sasa Stefanovic  
Kim Mills  
Lemuel Toro  
James Maxwell  
Sue Graham  
La'Vondria Norton  
Ernestine Jackson  
Jose Alfaro, Jr.  
Michael White

Officers and Directors not present:

Alexandra Weimorts, President-Elect  
Lu'Quanda Colston, Treasurer-Elect  
Melinda Miguel  
Sam McCall

**Guest:** There were no guests at the meeting.

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

## **New Business**

### Credit Card Acceptance

Steve Burch invited open discussion of the idea of purchasing a mobile credit card reader to have available for attendees of luncheons and webinars for registration payment at the door. These transactions do come with an additional transaction fee applied by the processing company; however, that fee would not be passed to the customer. It would be absorbed by the Chapter as a cost of doing business. Going forward, it will be considered by the board whether this should be considered a necessary modernization or create an insupportably slow sign-in process at the door. This subject will continue in discussions pending further comprehensive research. No motions were made at this time.

### Financial Review

The Financial Review of Chapter fund activity is due by the end of August 2016. The current volunteer is unable to perform the review so the Board is in search of a CPA to voluntarily perform the review prior to August 31<sup>st</sup>, 2016.

## **Old Business**

None

## **Committee Reports**

### Citizen Centric Reporting

AGA's Citizen-Centric Government Reporting is an initiative to foster innovative means of communication between governments and their citizenry. Sasa Stefanovic has reviewed reporting software templates from National. He stated they appear cleaner and simpler to use than others he has reviewed. With that, National has begun using a new logo and a page-turning software called FlipSnack. To keep in line with the direction of National, Sasa will create a model for review by the board.

### Community Service

Ernestine Jackson announced that the Chapter had sent a basket to National as a thank you for all of the support and direction for the Chapter.

Going forward, some community events may be discontinued due to lack of participation by members and new events will be considered. Events that will remain are the year round work the Chapter does for the Ronald McDonald House; the WFSU Pledge Drive occurring in May and October; and the Elder Elf Christmastime event. Also note, Ernestine Jackson will work with Millicent Burns to ensure the inclusion of events in the newsletter.

### Early Careers

La'Vondria Norton advised the board that she is working on creating a formal announcement of student work within the Chapter. Also, La'Vondria is investigating options including partnering with institutions such as Flagler to present an introduction of the AGA to the student body. She also announced the Seminole Futures event will occur in the spring and the registration fee is \$500.

### Education

Steve Burch updated the CEC members that Dr. Ransom McClung, professor at FSU, has confirmed that he will speak at the September luncheon. October is still open. November has Jamila Davis scheduled to discuss fraud in HUD programs. The CEC continues to reach out for other presenters and is actively reviewing new topics for presentation.

### Finance Committee

La'Vondria Norton, Chair of the Finance Committee, has received the required documents from Cheryl Ward, last years' Chair. La'Vondria is actively moving forward into this new Chapter fiscal year.

### Membership

Sue Graham presented the current member count to be right at 294 members strong. Forecasting shows that membership is expected to grow during the next Chapter year.

### Newsletter

Millicent Burns was not in attendance, but previously reported to the Board she is actively developing the August newsletter.

### Government Training Event (GTE)

Patrick Cowen and Jim Maxwell stated the GTE is planned for February 9 and 10, 2017 at the Turnbull center. The catering contract has been established with Catering Capers. The CEC is currently anticipating over 300 attendees. The room layout and curriculum has been prepared. The notice for registration will be announced around Christmastime.

The Board is researching the feasibility of allowing exhibitors to have tables and displays at the event. There are plans to discuss this further at the August CEC meeting.

### Records Management

Lemuel Toro gave an update to his research on records storage and retention. He is reaching out to other members of the CEC to see what records they may be holding so they can be categorized and deduplicated. Also, there was brief discussion on the need for establishing written guidelines for what types of documents are necessary to keep and how long the retention period should be.

Website

Steve Burch advised the Chapter website has been updated for the new Chapter year. He also asked the Board to be sure to review the website for content and layout.

**No Committee Reports Requested**

- Awards
- Bylaws
- CGFM
- Chapter Recognition Program
- Nominations

**Next CEC Meeting**

Steve Burch shared that our Chapter Executive Committee (CEC) meeting is scheduled for August 9, 2016.

**Adjournment**

There being no further business before the CEC, the meeting was adjourned at 7:16 pm.

Respectfully submitted,

*Jim Lewandowski*

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Secretary