



**ASSOCIATION OF GOVERNMENT ACCOUNTANTS  
Tallahassee Chapter  
Chapter Executive Committee Meeting  
August 09, 2016  
HSMV, Neil Kirkman Building, Room B-130**

**MINUTES**

**Call to Order** – President Steve Burch called the meeting to order at 5:48 pm. 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

Chapter Directors:

Nate Seabrooks  
Sasa Stefanovic  
Kim Mills  
James Maxwell  
Sue Graham  
La'Vondria Norton  
Ernestine Jackson  
Michael White

Officers and Directors not present:

Katie Sanders, Treasurer  
Lu'Quanda Colston, Treasurer-Elect  
Lemuel Toro  
Melinda Miguel  
Sam McCall  
Jose Alfaro, Jr.

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

**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** – Jim Lewandowski presented the final July 12, 2016 minutes to the members seeking additional edits. A motion was made and seconded and all were in favor to approve the July 12, 2016 minutes. Alexandra Weimorts pointed out the June 16, 2016 were pending, Jim Lewandowski will prepare and send to CEC members

## **New Business**

### GTE (Government Training Event)

President, Steve Burch, updated members that other Regional AGA Chapters actively assisting with the February 2017 GTE with cost or other manners, the Tallahassee Chapter will provide the regional chapters a limited number of scholarships to those Chapters which pays for a certain number of registrations fees. Examples of assistance can include putting together event packets, compiling information from feedback forms, introducing speakers, and assisting with the registration/welcome desk. Patrick noted to the CEC that while the scholarship covers the registration fee for those Chapters, they will be responsible for travel and lodging. In his conference call with Gulf Region, Steve Burch shared that Amanda Green, Gulf Region Education Coordinator for the AGA, was supportive of the proposal.

Additionally, there are questions being raised about local hotels, reservations, and what can be done to research lower rates. Patrick Cowen stated that historically a block of rooms is reserved for attendees to use at their cost. Steve Burch and Jim Maxwell discussed that it would not be difficult to reserve a block of additional rooms at one or more other hotels to provide a price choice. Patrick Cowen added that historically reservations must be made by a certain date or the block held would be released.

Patrick then brought forward an idea he has been researching where we would generate event IDs with a bar code or QR code. With appropriate software, these badges could be scanned for each attendee which would confirm attendance at the CPE course and tabulate the CPE hours in near real time. This process would eliminate a number of current paper processes and could possibly streamline the attendance and walk-in registration process. If discussed possible pilot and the CEC will want to communicate to members if it is determined to be pilot or permanent process change. Alexandra Weimorts, President-Elect, questioned how the cost would be covered for implementing this process. Patrick did advise that there is a budget line item for miscellaneous projects and other costs for unexpected changes. Also, revenue collected from exhibitor space allocation would offset other expenses in accordance with AGA rules. Patrick did note that the National office uses the same product he has researched and there is an application associated with the scanner where the application can provide attendees schedules and handouts, and even submit questions to speakers remotely. The application does not track CPE for the individual at this time. The CEC members d agreed at this time they would like to see a cost proposal as well as a solid contingency plan to address the potential for technical issues.

### PDT (Professional Development Training)

Patrick Cowen spoke about his attendance at the PDT having great sessions and speakers. He was particularly impressed with the speaker from the Department of Homeland Security who spoke on the subject of leadership. Jim Maxwell also shared that the sessions covering succession planning for retirements and the Data Act were well done. Both gentlemen commented that overall the PDT was an excellent conference. Patrick and Jim I discussed that National is considering adjusting future PDT dates however, because associated long term contracts the date changes will be a couple years out.

Patrick also announced the Chapter has received three awards at the PDT. The awards were for the Newsletter, Website, and Chapter Recognition Program – Platinum level, the highest CRP award possible. Well done to the Tallahassee Chapter and its members. This is truly a Chapter-wide effort.

## **Old Business**

### Financial Review

The Financial Review of Chapter fund activity is due by the end of August 2016. The CEC members are still searching for a CPA to voluntarily perform the review prior to August 31, 2016,. CEC members actively reaching out to sources and should have a candidate by August 12, 2016.

### Records Management

Jim Maxwell stated informed the CEC members that he is preparing a report on current hardcopy records on hand for the Records Management Committee.

## **Committee Reports**

### Education

Steve Burch reached out to OPPAGA and Cheryl Ward to gain an educational opportunity regarding public/private partnerships and the pitfalls of a contractor that might front funds in anticipation of revenues at a later date.

### Finance Committee

La'Vondria Norton presented that the accounts are reconciled for June 1 through July 31 2016. Due to that reconciliation crossing fiscal years and to close out the Chapter fiscal year, she is also currently in the process of separately reconciling June 1-30 and July 1-31, 2016.

### Membership

Sue Graham presented the current member count to be up to 298.

### Newsletter

It was announced that submissions for the next newsletter must be made by Friday, August 12<sup>th</sup>.

### Website

Steve Burch advised the Chapter website has been updated with some new pictures of the officers. He is also waiting to hear more from National about the ongoing website standardization across Chapters.

## **No Committee Reports Requested**

- Awards
- Bylaws
- CGFM
- Chapter Recognition Program
- Citizen Centric Reporting
- Community Service
- Early Careers / Student Membership
- Nominations
- Records Management

**Next CEC Meeting**

Steve Burch shared that the next Chapter Executive Committee (CEC) meeting is scheduled for Tuesday, September 13, 2016 at the Kirkman Building.

**Adjournment**

There being no further business before the CEC, the meeting was adjourned at 7:02 pm.

Respectfully submitted,

*Jim Lewandowski*

Jim Lewandowski  
Secretary