

June 30, 2009 Minutes
Submitted by Nichole Curtiss

The Nashville Chapter's Executive Committee met on June 30, 2009, in Conference Room A on the 14th floor of the James K. Polk Building. Karen Hale, Chapter President called the meeting to order at 11:10 a.m. Chapter Executive Committee (CEC) members present Melvin Jones, President-Elect, Kathy Anderson, Immediate Past President, Ralph Cross, Pat Finney, Eugene Hampton II, Hellens Kruszynski, Jane Lacy, Rusty Lacy, Jennifer Lewis, Mel Marcella, Julie Rogers, and Sandra Tulloss. Committee leaders present were Nathan Abbott, Sharon Barnard, Gerry Boaz, Ann Collett, Nichole Curtiss, Stephen Henley, Jeff Hughes, and Corey Tester.

President Karen Hale welcomed everyone to the meeting. Each person present introduced themselves, where they work, their role in AGA this year, and how long they have been a member of our Chapter.

Approval of the April 2009 CEC meeting minutes were discussed, but these minutes were actually approved via e-mail during the prior term. The minutes for the business meeting, however, have not been approved.

Karen Hale went over all of the handouts she provided, including the 2009-10 Chapter Officer Directory, CEC and luncheon meeting dates, and a listing of important resources. Any changes should be submitted to Karen. She also requested everyone review their personal information on AGA National's site.

Karen stated that officers and chairs or co-chairs should be present as much as possible. At the very least, all committees should ensure representation at CEC meetings.

The luncheon dates have been set by contract. The CEC dates are not set in stone, but the listing is a good measure. Karen asked that leadership members relay any scheduling conflicts with the proposed dates to her as soon as possible.

Rusty Lacy made a motion to ratify the directors and officers. This was seconded by Eugene Hampton, and there were no objections.

Finally, Karen covered the differences in voting and non-voting members present at CEC meetings.

Karen discussed her initiatives for the 2009-10 program year to help address a decline in meeting attendance.

- a. Luncheon Incentives
 - i. One themed luncheon, such as Halloween, Mardi Gras, etc.
 - ii. One mixer
- b. New Awards

- i. Innovative Idea (such as an innovative luncheon theme idea, ways to improve membership, etc.)
 - ii. Rising Star (an emerging leader who is not necessarily the leader based on AGA points, but someone who could eventually hold a leadership role)
- c. Shirts with AGA logo given to
 - i. New members
 - ii. New CGFM's

Upcoming Year/CRP/Deadlines

- a. July 15 is the deadline for committee plan submission to National. Please submit plans to Karen by July 13. She is available to aid committees in completing these plans.
- b. For the Chapter Recognition Program, each committee chair is responsible for submitting committee activities and points to Melvin Jones at least 2 weeks prior to the quarterly due date. The dates are
 - iii. September 30, 2009
 - iv. December 31, 2009
 - v. March 31, 2010
 - vi. May 31, 2010.

Gerry Boaz pointed out it will be beneficial for everyone to be familiar with the Chapter Recognition Program as it relates to each person's committee(s). The guidebook is located in the members only section under "Chapter Recognition Program."

- c. Karen stated she would like to meet with all committees at least once before the end of the calendar year. She will need to meet with some earlier, such as Program, and will be trying to schedule appointments soon.

Committee Reports

- a. *Past President*
Kathy Anderson reported that she attended the PDC in New Orleans and accepted the Chapter Platinum Award.
- b. *President-Elect*
Melvin Jones reported he is interested in ways to encourage people to join AGA. He would like to try to get some Revenue personnel involved in the Chapter. We really need more people inclined to join by letting other areas of government know they have a great asset available in AGA.
- c. *Secretary*
Nichole Curtiss reported that she was filling in for Shirley Henry for this meeting by taking minutes. There should be deadlines for the submission of committee reports to the Secretary, but Shirley will need to set those deadlines. Nichole pointed out the importance of submitting those reports and trying to ensure everything committee Chairs and Co-Chairs plan to discuss are in those reports to aid the Secretary in compiling the minutes as accurately as possible.

Kathy Anderson reported the Chapter received a letter from the US Postal Service informing us that the Arcade location may be closed. Since this is where the Chapter's P.O. Box is located, we may need to develop a backup plan.

d. Treasurer

Hellens Kruszynski reported that the account signatures have been transferred from Chas Taplin to her, Karen Hale, and Ron Queen. Chas is in the process of closing out the books for the previous program year and Britt Wood has agreed to conduct the review of the financials as soon as the books are closed.

Karen stated that we need to determine how we will make travel reimbursements through Edison. The Treasurer should form an ad-hoc committee to update the Chapter's policy to account for the use of Edison.

e. Education

Rusty Lacy reported that the Education Committee is still searching for ways to save paper, so they will continue to use electronic handouts, evaluations, etc. for training sessions. Anyone else with ideas should submit them to Rusty.

f. Early Careers

Jeff Hughes reported that the Committee plans to push membership and networking through Facebook, LinkedIn, e-mail groups, and strongly encourage mentoring.

g. Membership

Ann Collett and Jennifer Lewis reported that they obtained the suspended list from National AGA as of May 31, 2009. They have tried to identify people they could contact, but asked those present to review the listing and mark the ones on the list they will contact. Most of the feedback so far is that individuals are retiring and do not plan to renew.

The last growth/acquisition/retention report listed, as of May 1, 376 members. We have added 5 new members since that time and have approximately 57 suspended members, bringing the estimated total membership to 325. This is concerning as in the past our Chapter has maintained upwards of 400 members and to remain in National's Group A, we must have 300 or more members.

The Committee really wants to make a big push for members and plan to look at incentives to gain and retain.

Members are needed for this Committee. Interested persons should contact Ann or Jennifer.

Also, we need to remind members that we do not automatically sign them up to the ListServ, which is the avenue for communication of Chapter information. Members must sign up on their own at the Chapter's website.

Karen Hale pointed out that the numbers have continued to dwindle because the number of accounting professionals is declining. We need to focus on Accountability when recruiting because a person does not have to be an accountant to be a member and benefit from AGA.

h. Program

Sandra Tulloss went over a handout discussing the results of a recent Program Committee Meeting. Several speakers were discussed as possibilities, such as Vice Mayor Nabors, someone from Nissan to discuss use and reporting of state incentive monies and challenges, TDOT use of ARRA money and accountability requirements, Convention Center financing, etc. Any suggestions for speakers can be made to Sandra or Nichole Curtiss.

There was a discussion of whether to use the CPA CPE criteria or to use the CGFM criteria provided by AGA National. Karen Hale suggested the Committee review the CGFM criteria online.

The Program Committee is also responsible for the Chapter social. Hellens Kruszynski will provide the Chairs with the previous year's survey.

i. Finance

Patricia Finney reported on the finalization of the Retention policy. Most files have been centralized in the State Audit Library, but they do lack a couple of years of Treasurer files.

The previous Committee basically took the Metro Nashville retention policy and tweaked it for our use. There are still some items requiring revision and therefore Ann Collett and Gerry Boaz will aid Pat in completing the Retention Policy.

Karen Hale noted that previously the Sponsorship Committee was a subcommittee of Finance, but this year it will be a standing committee. Gerry Boaz will chair.

Kathy Anderson made a motion to approve the Sponsorship Committee as a standing committee. Rusty Lacy seconded the motion. There were no objections.

Ann Collett pointed out that we still need to formalize the draft policy regarding the collection of cash and cash receipts. This requires formal approval.

j. CGFM

Ron Queen is chairing this Committee, but was not able to attend. Karen Hale reported that she would like to see the CGFM training recorded in some way to make it available online for people who are unable to travel downtown for

training. She will get with Nathan Abbott and Dan Willis about this issue. She also noted that in the past we have had little or no participation in the CGFM program from colleges and universities. She would like to try and tap into that market and impress the importance of the CGFM designation.

k. Awards

Jeff Hughes reported that the Committee does have enough members. Karen Hale stated that we need to brainstorm for the nominations for the Fall awards.

Also, there were some issues in the last program year with Awards Committee members being eligible for several awards, but taking themselves out of contention due to their involvement on the Committee. Karen would like to address this issue when it arises so those individuals are not left out.

l. Community Service

Julie Rogers reported she is looking for a Co-Chair. Anyone interested should contact her or Karen Hale. She is going to contact prior members to see if they want to participate on the Committee again this year.

Anyone with ideas for new charities to sponsor should contact Julie.

Karen Hale stated that an organization she is involved with takes up baby blankets for orphanages in China. Maybe the Chapter could apply the same principle here and donate blankets, etc. to foster homes or something similar.

m. Public Relations

Karen Hale reported that we need photographers. Anyone interested should contact her.

n. Meetings and Attendance

Sharon Barnard reported that the Committee had secured the contract with the City Club and meetings are set. The luncheon price will remain the same as last year.

She also suggested doing something different, such as giving a gift certificate to a restaurant or other similar certificate as a prize instead of just cash or in addition to the cash.

o. Newsletter

Corey Tester reported that he has received last years newsletter template from the former editor. He is currently looking at other Chapter's newsletters for ideas.

p. Website

Nathan Abbott reported that they plan on revamping the website. Everyone should review information on the site and submit any changes to Nathan or Dan Willis.

Karen Hale stated she would like a listing of all upcoming events somewhere on the front page. She also brought up the possibility of advertising on other websites, such as universities.

The next meeting is to be determined.

The meeting was adjourned at 1:10 p.m.