

AGA Chapter Executive Committee Meeting Minutes August 31, 2009

Submitted by Shirley Henry, Secretary

The Chapter Executive Committee for the Nashville Chapter met on Monday, August 31, 2009, in the Training Room on the 16th floor of the James K. Polk Building.

Chapter Executive Committee (CEC) members present: Karen Hale, President; Kathy Anderson, Immediate Past President; Melvin Jones, President-Elect; Shirley Henry, Secretary; Hellens Tamimi, Treasurer; Ralph Cross, Patricia Finney, Eugene Hampton, Jane Lacy, Jennifer Lewis, Tommie Pendergrass, and Julie Rogers. Committee leaders present: Sharon Barnard, Gerry Boaz, Ann Collett, Nichole Curtiss, Jeff Hughes, Sandra Tulloss, and Dan Willis. Other members present: Brian Brechon and Steve Henley.

Karen Hale called the meeting to order at 11:25 a.m. and distributed the agenda.

Approval of the Minutes

Kathy Anderson made a motion to approve the August 6, 2009, CEC meeting minutes, and Eugene Hampton seconded the motion; the minutes were approved.

Reports

Immediate Past President

Kathy Anderson reported that Britt Wood is still working on her review of the financials.

President-Elect

Melvin Jones talked about the chapter recognition points and discussed some of the various activities for which the chapter can earn points. He requested that all committees remind him about anything they do that is eligible to earn points so he can be sure he gives the chapter proper credit. Karen Hale asked that all committees submit information to Melvin by September 18 regarding their committee plans and any information needed to qualify for points.

Secretary

Shirley Henry inquired about when it was appropriate to put the CEC meeting minutes on the website. Karen Hale said that she should wait until the minutes are approved at the next CEC meeting.

Treasurer

Hellens Tamimi presented two outstanding invoices which totaled \$386.00 for write-off consideration by the CEC. She noted that the budget included a line item for allowance for bad debt of \$500.00, which could be used for this purpose. She also noted that the previous Treasurer had sent invoices twice with no payment having been received.

The first invoice, in the amount of \$11.00, was for a “no show” for the February 2009 chapter luncheon meeting. Jennifer Lewis stated that the individual was no longer a member. Tommie

Pendergrass made a motion to approve the write-off, and Kathy Anderson seconded the motion. Approval was granted for the Treasurer to write off the \$11.00 receivable.

The second invoice, in the amount of \$375.00, was for a “no show” for the AGA Professional Development Conference in April 2009. Hellens said that it was her understanding that the individual had to cancel at the last minute when he found out his agency could not pay. After it was determined that the current policy only addresses the monthly luncheons, Karen Hale said that we needed to look at possibly expanding the policy to cover educational events before we determined whether this receivable should be written off.

Hellens also presented the proposed 2009-2010 chapter budget for discussion and approval by the CEC. After discussion regarding some of the line item amounts and some changes proposed by Karen Hale, Tommie Pendergrass made a motion to approve the budget, as amended, and Melvin Jones seconded the motion. The 2009-2010 budget was approved, as amended.

Awards Committee

Jeff Hughes reported the following:

Fall National Award nominations are due in October. The following awards are available:

Federal Leadership Awards:

- Distinguished Federal Leadership Award
- Elmer Staats Award
- Andy Barr Award

State and Local Government Leadership Awards:

- Excellence in Government Leadership Award
- William R. Snodgrass Distinguished Leadership Award
- Distinguished Local Government Leadership Award
- Private Sector Financial of Excellence Award

For a complete description of each award please visit: <http://agacgfm.org/membership/awards/>.

Jeff also discussed the proposed awards point structure. After some discussion, Julie Rogers made a motion to approve the point structure, and Kathy Anderson seconded the motion. The proposed awards point structure was approved.

CGFM Committee

Ron Queen was unable to attend, but Karen Hale said that he asked her to remind everyone of the September deadline for CGFM subsidies. Currently, we only have one candidate.

Community Service Committee

Julie Rogers discussed the committee’s budget changes; the total budget amount did not change, but the total is allocated over more projects now.

She reminded the CEC about the Habitat for Humanity project coming up on September 19, 2009, and she stated that the committee plans to make an announcement regarding this project and Project Pencil at the September luncheon.

She also reported that the committee is working to line up several speakers to discuss the Lil' Soldiers, Make-A-Wish, and Project Pencil (Alex Green) projects at the November luncheon.

Corporate Sponsor Committee

Gerry Boaz reported that he plans for the committee to raise \$2,000 for educational events this year. He has already made one contact but has not received a response; he will follow-up with this contact. In addition, he plans to contact the companies that sponsored the SE PDC this year and seek their support for the Winter Seminar. The goal is to have the contributions by November 6.

Early Careers Committee

Jeff Hughes reported that his committee has sent out an e-mail to the professors in our coverage area encouraging them to participate in the Third Government Finance Case Challenge. He also asked CEC members to contact their alma mater and encourage them to participate. Jeff will be one of the national judges this year. Karen asked about the deadline, and Jeff said that he thought it was October 2. For more information (or to sign up) students and/or professors can visit: <http://www.agacgfm.org/challenge09/index.htm>.

Education Committee

Rusty Lacy was unable to attend, but he submitted the following report:

We had 63 people attend the August 12 audio conference - "Next Steps in Accountability & Control over Recovery Act Funds."

The next audio conference is September 2 and is titled "Grants Management in Today's Environment." Sign-up is ongoing.

The committee is planning the Winter Seminar, which is scheduled for January 19-20, 2010, in the Tennessean Room, William R. Snodgrass Tennessee Tower; still waiting to hear back from General Services on room availability; theme is: "Road to Recovery."

Brian Brechon reported that the committee is working on the program and possible speakers for the Winter Seminar.

Finance Committee

Patricia Finney reported that she and Keevia Battle will be working the table for the chapter luncheon on Thursday.

Meetings and Attendance Committee

Dan Willis reported that 53 people have signed up for the luncheon meeting on Thursday and there would be some additional attendees through the standing reservations. Sandra Tulloss said that she thought there were about 10 standing reservations when she signed up.

Membership Committee

Jennifer Lewis reported that we have eight new members, which include two early career members. On the report that the committee received, as of 8/7/09, our chapter had 337 members; 13 members were reinstated, and 58 members were suspended.

Ann Collett reported that the committee had received some feedback on their proposal to provide educational assistance, but there was not a clear consensus on how to proceed. She proposed setting up a subcommittee to develop a specific proposal. Gerry Boaz, Melvin Jones, and Eugene Hampton volunteered to serve on the subcommittee.

Newsletter

no report

Program Committee

Sandra Tulloss stated that the committee had wanted to ask Ron Queen about the status of a potential speaker for October, but he was not at the meeting. She felt that the committee would need to consider other possibilities for that meeting.

She also requested that she be given an opportunity at the chapter meeting on Thursday to solicit members for the subcommittee on social networking.

Public Relations Committee

Karen Hale reported that one press release has been published since the new program year began.

Website Committee

Karen Hale said that she likes the calendar that has been set up on the website per her request at the previous meeting.

Dan Willis stated that they are still working on the revamp of the chapter website but hope to have something ready soon, and he reminded that any updates should be sent to him. He also requested that committees send any newsletter items separately.

Dan asked that someone take over reserving and setting up the equipment for the PowerPoint presentations at the monthly meetings. His committee will do it this month, but the Meetings and Attendance Committee needs to assume this responsibility starting in October.

Karen asked which committees would like to make announcements at the September 3 chapter meeting and determined that the Community Service, Membership, and Program committees anticipated having announcements.

The next meeting was scheduled for September 28, and the meeting was adjourned at 12:30 p.m.