

August 5, 2008 Minutes

*Submitted by Amy Czerwinski, Chapter Secretary*

The Nashville Chapter's Executive Committee met on August 5, 2008, in the large Conference Room on the 15<sup>th</sup> floor of the James K. Polk Building. Kathy Anderson, Chapter President called the meeting to order at 11:25 a.m. Chapter Executive Committee (CEC) members present were Ed Burr, Ann Collett, Amy Czerwinski, Pat Finney, Melvin Jones (via conference call), Rusty Lacy, Jennifer Lewis, Tommie Pendergrass, Beth Pugh, Suzanne Sawyers, and Chas Taplin. Committee leaders present were Nathan Abbot, Nicole Curtiss, Karen Hale, Jeff Hughes, Hellens Kruszynski, Robyn Probus and Rhonda Williams.

### **Approval of Minutes**

Kathy Anderson asked for approval of the July 14, 2008 minutes and Ann Collett said the date needed to be corrected and non-CEC members needed to be separated from the members present. The changes will be made and Ed Burr made the motion and Tommie Pendergrass seconded the motion and the minutes were approved pending the two changes.

### **Budget**

Chas passed out a proposed budget and discussed. Kathy stated the PDC revenue should last for three years; however the current fund balance is healthy. She stated that we should be reasonable and conservative with the budget, not spend all the PDC revenue in one year, all committees to review their budget and slightly reduce spending except for membership. Kathy asked the committee to review the proposed budget and be ready to vote at the next CEC meeting.

Karen Hale inquired if other organizations are reducing travel if that could have a negative effect on budgeted revenues. Kathy said that budgeted revenues were conservative and the use of corporate funds will assist if full revenues are not generated.

### **CEC Report**

#### Past President

Immediate Past-President, Ann Collet, shared awards, pictures and comments from the PDC. She stated that the 2008 membership assessment report may be online. The Alabama chapter was dissolved a few years ago and may be reformed soon. Ann also reported that Jeff Hughes may perform the review AGA's financial statements and that the financial statements are almost completed.

Kathy learned from the PDC that a scholarship for a hotel at the Fraud Conference is available for our use and offered it to the CEC members. If the CEC does not use the scholarship then she would offer it to the Chapter.

### President-Elect

President elect, Melvin Jones, discussed the strategic plan updates and asked all committee updates be sent to him by September 1, 2008. The completed plan is due September 29, 2008.

Kathy said we did not need to print the strategic plan every year since the plan is on the website.

### Secretary

Secretary, Amy Czerwinski reported that she and Chas met and discussed the cash receipts procedures and they will need more time to make recommendations.

### Treasurer

Chas requested approval to create the change fund and it was granted. Tommie Pendergrass motioned and Rusty Lacy seconded the motion to create the change fund.

### Education

Education Chair, Rusty Lacy stated the Committee voted to participate in the August 25 - 26, 2008, webcast from the University of Tennessee at Chattanooga and sponsored by the UTC College of Business. Dennis Dycus will be teaching on Internal Control and Audit Risks from the UTC campus. Belmont University will be hosting the webcast in Nashville and AGA will provide some support. Final details are still being worked out.

Rusty also found another person from David Lipscomb to conduct the ethics sessions at the Winter Seminar for reasonable price of \$250.00 (the previous year ethics costs was \$4,400 performed by the Tennessee Board of Accountancy).

### Membership

Membership Co-Chair, Ed Burr reported that the membership points program will continue for \$45 reimbursement and members are entered into a drawing for \$100 if they renew on time. Also for members who sponsor new members they will be entered into a drawing for two Universal Tickets (obtained by Jeff Hughes) + \$100 and a second place drawing for \$100. Members will receive a free lunch for every two new members they sponsor. Each new member will also receive a free lunch. The pizza party recruitment tool will again be available.

### Program

Program Co-Chair, Hellens Kruszynski distributed the tentative luncheon schedule for the 08-09 program year. She reported with the assistance of Mr. Charles Harrison one more speaker was added to the program. The committee also invited another speaker from Atlanta (at no cost) who will present economic impact and statistics (on fuel, income, unemployment, investments, etc.). There are two more speakers under consideration: Matt Gismer (promotion on the State and changes in Chattanooga). The

other speaker under consideration is from the Metro Office to speak about mass transit issues. A CEC member needs to introduce Mr. Morgan during the September luncheon.

Also discussed was the need for more networking opportunities due to the result of a recent survey to encourage and maintain the integration or growth of the membership (ex. quarterly business socials).

Kathy suggested 4 smaller socials instead of one large social. Ann stated that if we receive corporate sponsors that would help fund the social events. Hellens reported that a social survey will be coming soon via email.

#### Finance

Finance Chair, Patricia Finney reported that once she can meet with Gerry Boaz she will give an update on records retention.

Kathy asked if Gerry could lead the corporate sponsorship.

#### CGFM

CGFM Co-Chair, Nichole Curtiss stated that the CGFM Committee met on July 13 to discuss plans for the year and the budget. The main area of focus for the committee this year will be on marketing, especially to individuals outside of state government. The committee wants to pursue March CGFM month proclamations from counties surrounding Davidson County this year. Also discussed using the CMFO program as an avenue to promoting the CGFM. The committee would like to partner with the East Tennessee and Chattanooga Chapters in this endeavor to cover more ground. One of the ways to market this is through a letter campaign and others will be building a contact base in areas outside and within state government. Another main focus for the committee will be to revamp the directed study program to align with the new study guides.

#### Awards

Awards, Co-Chair, Jeff Hughes, reported that the deadline for submission of nominations for AGA's state and local government leadership awards is October 24, 2008. The committee will be promoting those heavily in early September, but highly encourage CEC members to make nominations.

The point structure will be e-mailed to each of the committee chairs/co-chairs this month to determine if updates are necessary. It is expected to be some revisions based on changes in activities. A draft point policy will be available this month and submitted for approval as well.

AGA will recognize Stephanie Gordon and Christina Winch at the September luncheon as the scholarship recipients for our 2007-2008 program year. Kathy suggested nominating Dale Sims for an award.

#### Community Service

Community Service Co-Chair, Beth Pugh and Suzanne Sawyers reported upcoming projects as:

- a. August 2008 – Collection of canned goods for Second Harvest Food Bank
- b. September 2008 – Collection of supplies for Project Pencil at Alex Green
- c. September 27, 2008 – Hands on Nashville Day @ Alex Green
- d. October 11, 2008 – Diabetes Walk @ the Nashville Zoo

A new points structure proposal was distributed and discussed. The proposal allowed for a new recruiting point bonus and clarification on on-going project points. For on-going projects use same point structure for projects if member was not able to volunteer on original date of the event. Members that earned points on the original date of the event but would like to volunteer more (a) zero points earned if already earned (b) 1 point per activity for recruiting a member that has not volunteered for a particular event; recruiter will get max 2 points; recruitee will receive max number of points as outlined.

The proposed point structure was motioned to pass by Beth Pugh and seconded by Suzanne Sawyers and members voted with 8 aye and 3 no.

#### Public Relations

Public Relations Chair, Karen Hale reported that five of five press releases have been published this program year. Da Norm will be a part-time photographer and another part-time photographer is needed.

#### Meetings and Attendance

Meetings and Attendance Co-Chair, Tommie Pendergrass reported that the monthly luncheon contract was renewed with the Nashville City Club for our 2008-09 monthly luncheons. Total price of the meal is \$19.80 (\$16.50 plus 20 percent gratuity) with the chapter subsidizing an amount to be determined. Cost increased \$2.40 per meal over last year. Prior year cost of \$17.40 with chapter subsidizing \$10. The committee proposed a luncheon price increase to \$11.00 per member and \$20.00 per guest. Tommie motioned the price increase and Chas seconded it the members voted 12 aye and 1 no.

#### Newsletter

Newsletter Editor, Rhonda Williams, stated the deadline for the August newsletter articles is August the 7<sup>th</sup>.

#### Web-Master

Webmaster Co-Chair, Nathan Abbott, reported that he will check on the cost to store AGA files on a server.

Kathy Anderson adjourned the meeting at 12:40 p.m.