

## December 2007 CEC Minutes

*Submitted by Jennifer McClendon, Chapter Secretary*

The Nashville Chapter's Executive Committee met on December 3, 2007, in Conference Room A on the 14<sup>th</sup> floor of the William R. Snodgrass Tennessee Tower. Chapter Executive Committee (CEC) members present were Nathan Abbott, Kathy Anderson, Gerry Boaz, Ed Burr, Ann Collett, Michelle Earhart, Robbie Hunter, Teresa Kennedy, Joe Kimery, Jennifer McClendon, Angela McElrath-Prosser, Terry Mason, and Mary Anne Queen. Committee leaders present were Karen Hale, Jennifer Lewis, Robyn Probus, Suzanne Sawyers, and Jeff Hughes. Ann Collett, Chapter President, called the meeting to order at 11:22 a.m.

Ann welcomed and introduced Jeff Hughes and Robyn Probus. Jeff is in attendance for Britt Wood, Membership Co-Chair. Robyn is the new Co-Chair of the Early Career Committee.

Ann stated that the CEC Minutes from October 29 had been provided to all CEC members for their review and asked if there were any further changes that need to be made. Gerry Boaz moved to accept the minutes. Terry Mason seconded. The motion passed.

### **Community Service**

Jennifer Lewis, Community Service Co-Chair, reported that 14 people served at the Rescue Mission. All 40 Lil' Soldiers have been adopted. Pat Finney has had some requests to drop off gifts at Thursday's meeting.

Jennifer asked the CEC for feedback regarding changing the community service award from a \$100 cash award to a \$100 donation to a charity. The CEC decided to send this back to the committee for a vote.

### **Finance**

Angela McElrath-Prosser, Finance Co-Chair, presented the rough draft of the record retention policy. Angela stated that the CEC needs to decide if the records are to be kept in one location or if they are held by each officer. Ann stated that State Audit may be the only place that would have this type of storage space. If members have comments or suggestions regarding this, please send them to Angela.

The Treasurer luncheon procedures have been written up and tested. Angela and Terry indicated that they would need volunteers to collect money at Thursday's luncheon. Terry added that having more detailed procedures for money collections regarding Education, Program, and Meetings and Attendance will help future Treasurers.

### **Early Career**

Michelle Earhart, Early Career Co-Chair, stated that there is no report.

### **Program**

Robbie Hunter, Program Co-Chair, reported that Representative Cooper is in Washington D.C. so James Anderson, III, Director of Unemployment Insurance Integrity at the Department of Labor and Workforce Development will speak to us for about 20 minutes.

Upcoming speakers include:

January – Dr. Melvin Johnson, President of Tennessee State University

February – John Robinson, AT&T

March – Mayor Karl Dean has been invited

April – Linda Biek

The February and April meetings will be CPE.

Robbie also presented a selection of potential social events which included a Predators game, a Sounds game, the Chieftains concert, Camelot at TPAC, or a family day at the Frist Center. Any of these would include the chapter subsidy. Robbie stated that the chapter could also do an extra and unsubsidized social event at the Nashville Zoo depending on participation. Jeff Hughes stated that he would work with Britt to get a social events survey online.

### **Awards**

Teresa Kennedy, Awards Co-Chair, stated there is no report for the awards committee; however, with regards to the points subcommittee, she will work on a points policy after this Friday.

### **Education**

Nathan Abbott, Education Co-Chair, reported that so far 60 people have signed up for the Winter Seminar. He has a spreadsheet with an additional 90 people for a total of 150. Notice for the Winter Seminar was sent to State Fiscal Officers, ACFE, the Institute of Internal Auditors, and CPAs.

Ann asked Karen Hale if a press release had been sent for the Winter Seminar. Gerry Boaz asked if this information had been posted on the South East Region Website or sent to AGA Topics. Ann recommended sending the press release to metro fiscal officers.

Nathan reported that there will be a free audio conference on December 7 which the chapter is not sponsoring but members just have to go through national to call in. The next AGA audio conference will be on December 12 and so far 31 people have signed up.

### **Internet**

Nathan Abbott, Internet Co-Chair, reported that everything should be up to date. Nathan also requested that if you've already sent slides for announcements at Thursday's meeting to please send them again.

### **Treasurer**

Terry Mason, Chapter Treasurer, provided copies of the final October and pending November financial statements. Terry stated that one CD will be renewed tomorrow.

Terry discussed having online access to statements where the Treasurer can view statements and make transfers from the web account to an interest bearing checking account. This is new and policies and procedures need to be created. Kathy Anderson moved that the Treasurer be allowed to continue accessing the accounts via the internet and that only transfers between the web account and the checking account be allowed. Ed Burr seconded the motion. The motion passed. It was suggested that a third party reconcile the bank statements to the financial statements. It was agreed that someone from the finance committee will review the mailed bank statements.

### **Membership**

Jeff Hughes, membership committee member, reported that a pizza party had been held. Teresa Kennedy stated that she hosted a pizza party last week but thinks she chose a bad time of year because some people may have translated dues amounts into Christmas gift money and may not join right away. Teresa stated that she presented to 12 non-members with 3 members present. She is not sure if any will join but she has sent a follow-up e-mail and received some questions.

Jeff also reported that SouthWest has turned us down regarding donating a flight but the committee still plans to contact Delta and Disney World.

Jeff reported that he will give out the Marriott package and do the goody bag drawing on Thursday. Ann won the Marriott package.

There are 28 New Members. At 11/5/07, there were 395 total members.

### **Newsletter & Public Relations**

Karen Hale reported that she has sent out 8 or 9 public relations announcements and 5 have been published. Some of these have been resubmitted. If committees could write up announcements for her to send out this would be helpful. Karen reminded everyone that the deadline for newsletter articles is the 10<sup>th</sup> of each month.

### **CGFM**

Gerry Boaz, CGFM Co-Chair, reported that Nichole Curtiss and Patrick Cooper have passed the CGFM. Gerry also reported that there is one more Exam 2 directed study session at the end of December or early January. At the end of January there will be an Intense Review for Exam 2 in the 16<sup>th</sup> floor training room of the Polk Building.

In January, Gerry will begin working on proclamations and resolutions regarding CGFM month in March.

The Chapter has received 2 sets of CGFM study guides. The National Leadership Conference in Washington, D.C. in February and the AGA Professional Development Conference in Atlanta in June will have intensive CGFM review courses.

### **Meetings and Attendance**

Joe Kimery, Meetings and Attendance Co-Chair, reported that 94 people have signed up for Thursday's meeting. Joe also reported that the National Association of Black Accountants may bring less than 20 members to the January luncheon.

**Other Business**

Nathan Abbott will give the invocation.

Jeff Hughes and Nathan Abbott will make announcements.

The head table will include Robbie Hunter, Charles Harrison, James Anderson, Ann, and Ann will find someone else.

Gerry reported he sent the chapter tax return, return receipt and certified mail but has not received the return receipt.

Ann reported that we are still waiting on the Ethics Commission's Advisory Opinion.

Ann also reported that the chapter has bought new envelopes and if you need to mail something, Terry has stamps.

Ann reminded everyone that we will talk about the 30-year social in January.

The next CEC meeting will be January 7 and the next luncheon meeting will be January 10.

The meeting adjourned at 12:53 p.m.