

July 2007 CEC Minutes

Submitted by Jennifer McClendon, Chapter Secretary

The Nashville Chapter's Executive Committee met on July 9, 2007, in Conference Room A on the 14th floor of the William R. Snodgrass Tennessee Tower. Ann Collett, Chapter President, called the meeting to order at 11:20 a.m. Chapter Executive Committee (CEC) members present were Nathan Abbott, Ed Burr, Gerry Boaz, Michelle Earhart, Robbie Hunter, Teresa Kennedy, Joe Kimery, Hellens Kruszynski, Jennifer McClendon, Angela McElrath-Prosser, Terry Mason, Beth Pugh, Mary Anne Queen, and Britt Wood. Committee leaders present were Amy Abbott, Nichole Curtiss, Karen Hale, Jennifer Lewis, Suzanne Sawyers, and Dan Willis. Deborah Loveless, National PDC Host Committee Chair was also present.

Welcome

President Ann Collett welcomed everyone and thanked them for serving on the CEC. Ann then asked that each member introduce themselves and the position or committee/s that they chair or co-chair.

National PDC Update

Ann asked Deborah Loveless, National PDC Host Committee Chair, to talk about the PDC. The National PDC was held June 24-27, 2007 at the Renaissance Hotel in downtown Nashville. Deborah informed the CEC that from the feedback she has received so far, the PDC was a success. There were more than 1800 people in attendance including speakers and vendors. Deborah thanked the host committee volunteers in attendance at the CEC meeting and stated that there were a total of 25 volunteers for this conference who helped with stuffing bags of goodies, registration, and an endless list of errands.

Deborah stated that the Opening Ceremony was a big hit with the singing of the National Anthem by Ron Erickson and a tribute to Mr. Snodgrass. There was a total of 24 hours of CPE available for each attendee between Sunday and Wednesday. Other activities during the conference included a Golf Tournament and a trip to the Grand Ole Opry on Saturday, a reception with exhibitors on Sunday, a trip to the Wildhorse for a buffet and line dancing lessons on Monday, private parties and the Nashville Chapter Hospitality Suite on Tuesday, and another reception with a band, karaoke and dancing on Wednesday.

The National Executive Committee and Past National Presidents were provided with VIP Bags at the conference that included a coaster, autographed CDs, and many other goodies.

The Hospitality Suite at the Renaissance Hotel was used to distribute copies of the Nashville Chapter's Annual Report and Strategic Plan and displayed the Nashville Chapter Timeline created by Gerry Boaz. The Nashville Chapter Timeline will be posted to the Nashville Chapter Website soon. There was also information and photos of the AGA Hurricane Katrina relief effort in New Orleans posted in the hospitality suite.

The National PDC also held a silent auction with proceeds going to several charities and the National Community Service Fund. There were more than 125 items donated from chapters, vendors, and the local community. The Nashville Chapter donated \$1,000 and the auction raised more than \$40,000.

Ann mentioned that two members of the Nashville Chapter accepted awards during the PDC. Gerry Boaz accepted the Platinum level Chapter Recognition Award and Nichole Curtiss accepted an Honorable Mention award for the Chapter Newsletter. Ann asked that Gerry and Nichole bring these awards to the first meeting for display to the membership. Ann also provided a CD of photos to the website committee to be added to the website.

Gerry added that the Nashville Chapter will receive \$7,500 for hosting the PDC. The National Board of Directors met during the PDC and ratified the National Executive Committee Members-at-Large. The Habitat for Humanity Hurricane Katrina project will be held April 28 to May 1, 2008.

CEC Member Handbook

At the beginning of the meeting each CEC member and committee leader received a CEC Member Handbook. Ann went through the handbook which includes information regarding CEC attendance, initiatives for 2007-2008, Chapter Bylaws, Chapter Recognition Program Guidelines, National Leadership Handbook, and membership information. Ann stated that she would be sending appointments soon for the rest of this program year's CEC meetings.

Ann read an excerpt from the bylaws regarding the CEC ratifying the Presidents' appointment of committee chair assignments. New this year is a person to handle public relations and that will be Karen Hale. Teresa Kennedy made a motion to ratify the committee leaders. Michelle Earhart seconded the motion. The motion passed and all committee leaders were approved.

CEC Reports

Past President

Chapter Annual Report – Immediate Past-President, Gerry Boaz stated that he is working on the Chapter Annual Report and should be finished in the next couple of weeks. He stated that the number of copies to be printed needs to be determined and included in the Chapter's Budget.

Annual Financial Statement Evaluation – Gerry stated that the annual financial statement evaluation needs to be completed by September 30, 2007. Gerry asked for volunteers or for other individuals to be volunteered. Jennifer Lewis and Michelle Earhart mentioned Ike Boone. Gerry stated that he would talk to him.

Questions to Ethics Commission – Gerry stated that the sponsorship committee met and drafted questions to Bruce Androphy at the Ethics Commission regarding solicitation of contributions from private companies. Gerry was asked to direct these questions to the Commission in order to get their opinion in writing. The Ethics Commission will meet on July 27 and issue their opinions thereafter. Gerry stated he was informed that other organizations are facing some of the same issues AGA is so our questions may help resolve issues for other organizations too. Teresa Kennedy asked Gerry about the questions that were sent. Gerry and Ann stated that the questions would be sent to all current CEC members. Gerry stated that the one response he was previously provided was to have private sector members solicit contributions. Britt Wood stated we only have 5 private sector members but that we do have about 15 retired members.

Ray Einhorn Research Award – Gerry provided information regarding the Ray Einhorn Research Award for the CEC to review and determine how much the Nashville Chapter wants to give. Deborah Loveless provided that this is an effort to get more professors to do research for grant money and in the end it may push more people in to getting Ph. Ds in government accounting/accountability.

President Elect

Ann reported for President-Elect, Kathy Anderson. Ann stated that Kathy has e-mailed the files with the committee annual plans and the strategic plans to all affected committee leaders. There are 6 committee annual plans that need to go to National by the end of August. Kathy needs updated plans by August 20th.

Ann also mentioned that the chapter is looking at doing a 3-year strategic plan instead of a one-year strategic plan. Updated plans are also due to Kathy by August 20th.

The Chapter Recognition points for May, June, and July needs to be submitted to Kathy by July 27th for reporting to National by August 14th. If any committee had an activity that she would not be aware of, let her know.

Secretary

Chapter Secretary, Jennifer McClendon reported that the meeting minutes published in the newsletter are representing the final version of the minutes even though they have yet to be approved by the chapter. The new heading above the Monthly Meeting Minutes in the Chapter Newsletter will be, “Draft (Month) Chapter Meeting Minutes – Published for Chapter Member Review Prior to Approval at (Subsequent Month) Chapter Meeting.”

There will also be a change in the way CEC minutes are approved. CEC minutes will be prepared within 2 days of the CEC meeting and sent to the entire CEC for corrections and changes. The changes will be made and submitted to Ann for distribution and approval by the CEC. For July the minutes will be prepared and sent to the CEC by Wednesday, July 11th. Comments should be made and approval received by July 13th. Ann will then send them out for a vote through email. If the CEC Minute approval process is not timely enough then the heading will be changed to resemble that of the Chapter Minutes.

Treasurer

Chapter Treasurer, Terry Mason handed out the draft budget document and requested that budgets be submitted by July 26th for discussion and approval at the August 2nd CEC meeting. Terry will send a revised version out to the CEC July 27 for review. Terry stated that reimbursement requests are in the handbooks Ann provided at the beginning of the meeting and she will send out an electronic copy. Gerry requested that if any committees have outstanding receivable or payables to let him and Terry know. Ann mentioned the potential of receiving money from the Regional PDC in Lexington.

Committee Reports

Public Relations

Public Relations Chair, Karen Hale asked that committees give her all details of their events when requesting this information to be published. Karen also stated she has requested a press kit from National and it should be here soon.

Program

Program Committee Co-Chair, Robbie Hunter stated that so far the TSU President is scheduled to speak at the January meeting and in September Barry Monson will discuss the history of property taxes. Next spring the committee hopes to have the new Metro Mayor come and speak. If you have recommendations for luncheon speakers, please let Robbie or Hellens know. The National President will be speaking at the Winter Seminar.

The Program Committee is also brain storming ideas for this year's social. They are trying to determine if the 30th anniversary celebration and the social should be two separate events or just one event. The Program Committee received a suggestion last year that it make the social event more family friendly.

Meetings and Attendance

Meetings and Attendance Co-Chair, Joe Kimery stated that he met with Penny Austin to discuss positives and negatives of the previous program year. The discussion with Penny included no-shows at meetings. Previously the chapter has had to eat some costs when people make a reservation and do not arrive for the meeting. There is no way to force the member to pay. The question was posed as to whether a policy should be developed that would be included in the first solicitation for reservations. There was also discussion of what to do when a guest signs up but does not attend and about certain exceptional situations when a member should not be charged.

Ann recommended that the current and past Meetings & Attendance Co-Chairs along with the current and past Treasurers meet to discuss this further. Ann mentioned that the cost for meals is going up from \$16.80 to \$17.40 per person. Members' lunches will still be subsidized so that they pay only \$10 for lunch.

Joe stated that in his discussion with Penny she noted that if ribbons on our nametags are not something that earns the chapter points, we may not want to have them. Penny has had many complaints about the ribbons wearing down and being frayed. There was a

discussion of other alternatives. Ann referred this topic back to the committee for further research and discussion.

Joe reported that a contract has been signed with the City Club for the 2007-2008 program year. The contract is for our benefit only as the City Club does not require a contract.

Joe mentioned the Meetings and Attendance Committee would like luncheon meeting announcements to be posted in offices. The Committee also wants to have announcements on-screen at luncheons and will be working to coordinate these efforts. Luncheon reservation requests will be sent via the listserv on the Monday of the week prior to the meeting. A reminder will be sent on the Monday of the week of the meeting. Reservations will be confirmed with the City Club on Tuesday.

A list of attendees and guests will be provided to the Treasurer and President. The committee will arrange for someone to give the invocation and the Program Committee will need to let them know any audio/visual needs ahead of time.

Finance

Angela McElrath-Prosser, Finance Committee Co-Chair, reported that she has received almost all information for the history report. Gerry Boaz asked if the monthly luncheon attendance figures could be included in the report. Angela stated that this information could be added to the report. Gerry will provide the figures.

Education

Education Co-Chair, Nathan Abbott reported that the first audio conference will be on September 20th.

There will be two business tax seminars this year. The first seminar will be on August 23rd in Memphis and the second on September 25th in Nashville. Registration will be available on-line very soon. Nathan stated he is generating a list of past participants to e-mail for the seminars. The committee is working on a brochure for the business tax seminars but they would like word of mouth promotion and asked that we spread the word with our co-workers.

The Department of Revenue is going to email press releases to local government offices and attempt other public relations measures. In addition, Karen Hale will be submitting the education press releases to the media.

The committee is brainstorming about a breakfast/morning CPE this fall regarding ethics. There are only two approved vendors for ethics training, Bruce Androphy of the Tennessee Ethics Commission is not one of the approved vendors. The cost would be \$12 per person plus a \$200 honorarium for the speaker which would not include the cost of food or the cost of the venue. The committee would appreciate any ideas.

The committee is considering different venues for the Winter Seminar other than Nashville State Community College. There were 250 attendees last year. The 3rd floor of the Tennessee Tower was suggested. Nathan also stated that the committee will be asking for recommendations of speakers. Rick Fair, AGA National President may be a speaker at the winter seminar.

Membership

Ann had reported previously that we ended the 2006-2007 year with 403 members. Membership Committee Co-Chair, Britt Wood stated that 40 members have been suspended leaving 363 carryover members from last year. This includes several members from the Northern Alabama chapter we absorbed several years ago. Deborah Loveless stated that several years ago National revoked the Northern Alabama Chapter's Charter. There is some interest in a Huntsville chapter forming. Britt stated that she will send the renewal list to all CEC members and they can each contact the suspended members they know.

Britt stated the committee is working on a membership brochure and a letter campaign to all department heads. Ann stated she has asked Jan Sylvis to help with the letter to fiscal people at all state departments.

Early Careers

There will be a committee meeting later this month. The committee is working on having new events this year.

CGFM

Gerry Boaz, CGFM Co-chair reported that Britt Wood and Suzie Singleton passed the CGFM at the PDC and Amy Abbott has passed all 3 portions of the CGFM and will have her 2 years experience in August. Gerry indicated that Rusty Lacy, Suzanne Sawyers, Nichole Curtiss, and Kristy Carroll have passed Exams 1 & 3. David Lannom and Nathan Abbott passed Exam 1.

There are currently 7-10 people attending the directed study for Exam 2. The directed study will be continued throughout the year if there is enough interest.

The Chattanooga Chapter requested us to teach CGFM Classes. Ron Queen has been to Chattanooga to provide CGFM training. The committee will continue to work with other chapters in our area to provide CGFM training.

A new statute has been created that requires municipal chief financial officers for cities with \$300,000 in expenditures to be Certified Municipal Finance Officers (CMFO). CGFMs are exempt from this training and are thus automatically a CMFO. CMFO is a state certification. A letter has been prepared to send to cities. There is a potential of new members and CGFMs in this area.

Awards

Awards Committee Co-Chair, Teresa Kennedy is looking for a co-chair. Ann reported that when we have information on national awards we will get that out to the CEC. Everyone will need to help with nominations.

Newsletter

Newsletter Editor, Amy Abbott stated that she plans to have the newsletter out by the 15th of each month so any items to be included in the newsletter must be to her by the 10th of each month. Amy has assigned each CEC member to a month to do their CEC profile in the newsletter and will e-mail this list to the CEC. Ann stated she would really like to see committees take responsibility for their information and submit information timely for both the newsletter and the website.

Website/Internet

Nathan Abbott reported that the committee is continuously making updates and changes to the website so send any changes to Nathan or Dan Willis.

Community Service

Community Service Co-Chair, Jennifer Lewis reported that the committee is looking at some new projects for this program year that include serving at the Union Rescue Mission, conducting a silent auction for Vanderbilt Children's Hospital, Breast Cancer Walk, and activities with Habitat for Humanity locally and in New Orleans. Jennifer stated that the week that National AGA goes to New Orleans for Habitat is for families too. The committee is looking at putting money in their budget for subsidizing travel for those interested.

Tammy Fruscione has volunteered to work with Alex Green Elementary, our Project Pencil Partner, again this year. The school has been revamped due to their test scores and will have all new teachers and a new principal this year. We have to wait until school starts to get the school's wish list and to meet with the new principal. Jennifer mentioned that this week Staples and Office Depot are having big sales on basic school supplies such as paper, pencils, and rulers so we might want to go ahead and purchase some of those supplies.

The Committee is looking at VITA to determine the feasibility of new sites and evaluating our continued role in that program.

Ann Collett adjourned the meeting at 1:23 p.m.

Approval of CEC Minutes

Minutes were approved via e-mail vote with a motion made by Teresa Kennedy and a second by Hellens Kruszynski. Eleven affirmative votes were received, documented, and counted by Jennifer McClendon, Chapter Secretary, thus the minutes above stand as approved.