

November 2007 CEC Minutes

Submitted by Jennifer McClendon, Chapter Secretary

The Nashville Chapter's Executive Committee met on October 29, 2007, in Conference Room A on the 14th floor of the William R. Snodgrass Tennessee Tower. Chapter Executive Committee (CEC) members present were Kathy Anderson, Ed Burr, Ann Collett, Michelle Earhart, Robbie Hunter, Teresa Kennedy, Hellens Kruszynski, Jennifer McClendon, Angela McElrath-Prosser, Terry Mason, and Mary Anne Queen. Committee leaders present were Nichole Curtiss, Jennifer Lewis, Suzanne Sawyers, and Dan Willis. Ann Collett, Chapter President, called the meeting to order at 11:18 a.m.

Ann introduced Ashley Lancaster, our Early Careers guest for November. Ashley works for ERP and has been an AGA Nashville Chapter member since last fall.

Ann announced that Gerry Boaz, immediate past president and CGFM co-chair, may call in at 12:30 p.m. Ann also announced that Karen Hale is sick and Joe Kimery is recovering from knee surgery so they could not be with us today.

Ann stated that the CEC Minutes from October 1 had been provided to all CEC members for their review and asked if there were any further changes that need to be made. Robbie Hunter suggested omitting information regarding Larry Brinton's report on Linda Biek's activities while with the Board of Accountancy from the program section of the minutes. Kathy Anderson moved that the minutes be approved with Robbie's suggested change. Michelle Earhart seconded the motion. The minutes were approved.

CGFM

Mary Anne Queen reported on behalf of Ron Queen. There are 9 people to be included in the subsidy drawing. Ann reported that there will only be 2 new CGFM's at the November meeting. Ann will check with Ron about which CGFM's will sit at the head table.

Community Service

Jennifer Lewis, Community Service Co-Chair, reported that our efforts with project pencil brought in 2,105 items with a value of \$1,153. The Breast Cancer Walk brought in \$1,799 with \$1,458 donations made online. Nine members walked and 40 members donated.

November's activity will be the Nashville Rescue Mission. There are currently 9 people signed up and there is room for up to 14 people. The mission needs the volunteers' names before the event. November's second activity, the pledge drive for Channel 8 has been moved to March.

December's activity will be the Lil' Soldiers. Pat Finney will be responsible for this and the chapter will adopt 25 kids. December's second activity, the pledge drive for Channel 8, has been moved to March.

Education

Nichole Curtiss, Education Co-Chair, reported that Kinney Poytner is confirmed for the Winter Seminar. There were 67 attendees at the breakfast CPE on October 25. There are 34 people signed up for the November 14 audio conference.

Ann reported having received information from Mindy Stooksbury from the East Tennessee Chapter of AGA regarding a seminar on ethics, fraud, and auditing on November 16th.

Ann asked if all speaker positions had been filled for the Winter Seminar. Nichole confirmed that all speaker positions were filled.

Program

Robbie Hunter, Program Committee Co-Chair, reported that she spoke to Linda Biek after the Tennessee Society of CPA's meeting and Ms. Biek is still willing to speak to AGA.

Hellens Kruszynski reported that she is still trying to get biographical information and a power point presentation from Jeneen Kaufman with the Titans. Hellens asked if Dan or Nathan would do a slide for the next couple of months' speakers.

The social options will be presented at the December CEC meeting. Ann asked how the joint meeting with the Association of Black Accountants in January would work. Robbie Hunter stated she would follow up with them and Joe Kimery to determine how their reservations would be handled.

Awards/Points Subcommittee

Teresa Kennedy presented the new point structure provided to the CEC. This will go in as policy 7. Teresa Kennedy mentioned that the subcommittee had discussed placing a 5-year moratorium on the points structure with the exception of the community service committee. Discussion of the points structure and the need for clear definitions of responsibilities followed the presentation of the point structure. Robbie Hunter moved to accept the table presented as an appendix to the points policy and have the Awards and Finance Committees work together to develop a written point policy to go with the table. Hellens Kruszynski seconded the motion. The motion passed with a simple majority. There was 1 opposing vote.

The points table will be published in the next newsletter.

Newsletter

Karen Hale is out sick so Ann asked that all committees highlight their events in the newsletter.

Public Relations

Ann reported that the next big public relations push would be for the Winter Seminar in January.

President-elect

Kathy Anderson, President-elect, presented the current points reported to National.

Kathy stated that it is time to put together the nominating committee for nominating officers for the 2008-2009 program year. Kathy stated that the president selects a past president. Three volunteers from the CEC are needed. Michelle Earhart proposed having an early career member as a director for the 2008-2009 program year. Kathy stated that the nominating committee will be responsible for nominations of five 2-year directors, the president elect, secretary, and treasurer. Kathy asked for anyone interested in serving on this committee. Volunteers included Hellens Kruszynski, Jennifer McClendon, and Michelle Earhart. Ann suggested Melinda Parton as the past president to serve on the nominating committee.

Teresa Kennedy moved that this be the nominating committee. Terry Mason seconded the motion. The motion passed.

Early Career

Michelle Earhart, Early Career Committee Co-Chair, reported that Robyn Probus has agreed to be co-chair of the committee.

President

Ann reported that National is giving a hotel scholarship that will cover 2 nights at the National Leadership Conference February 21-22, 2008 in Washington, D.C. The individual would be responsible for paying for one night. Ann opened the floor for recommendations on how we want to use the scholarship. The CEC decided to give the scholarship away via a drawing at the December 6th luncheon. Ann stated that she will submit something to be on the power point slides at the luncheon and then an e-mail will be sent to the listserv.

Finance

Angela McElrath-Prosser, Finance Co-Chair, stated that there is a meeting after this to discuss new processes for changing the possession of the change fund. The letter thanking chapter members who have contributed money for community service events was discussed.

Treasurer

Terry Mason, Chapter Treasurer, presented the chapter statements at October 31, 2007. Terry stated that she will finalize the September and October statements and send out to everyone.

Terry stated that meetings and attendance data is somewhat behind because the amount on the statement is from the September meeting.

Terry handed out the interim cash receipts procedure that was used at the Breakfast CPE. Terry stated that with this procedure, the treasurer reconciled the cash receipts to the sign-in list.

Ann reported that the chapter has billed some people for missing lunches but not for breakfast seminars. The CEC discussed changing the policy regarding lunch and billing to include breakfast seminars.

Terry stated that her goal is to have all financial procedures documented.

Membership

Ed Burr, membership co-chair, reported that there are 6 new members since last month. Ed also reported that the membership committee is working on a draft letter from Jan Sylvis to send to agency's regarding the benefits of AGA membership. The committee is also working on a draft letter from Ann to be sent to new members. There is also a letter to be sent to CPA's for recruitment purposes.

Ed reported that the membership committee has received a National Recruitment Scholarship of \$400. The membership committee suggests having pizza parties at local agencies in an effort to recruit members. There are proposed draft rules that go along with the pizza parties. Any member could request to host a pizza party and this would have to be approved by the committee. It would be required that there be one prospective member per non-member in attendance. There must be 3 prospective members committed to attend the meeting. This information will be on Thursday's slide show. Ed Burr made a motion that the scholarship money be used for the pizza parties. Kathy Anderson seconded the motion. The motion passed.

Ann asked Ed about the committee's work on the membership flier. Ed stated he received an e-mail from the president saying that the committee should be doing one.

Meetings and Attendance

Ann reported that she had spoken with Joe about meetings with other organizations and set-up. There are 80 people signed up for Thursday's meeting.

Internet

Dan Willis, Internet Committee Co-Chair, requested that updates be sent to him or Nathan. If you have slides for Thursday's meeting, please send them to Nathan.

Chapter Luncheon Meeting

Invocation – Suzanne Sawyers asked Ron Queen but has not received a response yet.

Announcements – Kathy Anderson will announce the nominating committee

Head Table – New CGFM's

Other Business

Ann asked Nichole about the Winter Seminar flier. Nichole stated that the education committee has not confirmed the room yet. They are trying for the Tennessee Room in the Tennessee Tower.

Ann announced the SEA Reviewer Training audio conference on December 7th.

Ann announced that Relmond Van Daniker has recommended that chapters try to initiate and/or enhance a college or university level course in governmental accounting and has provided a curriculum for those willing to teach such courses. Kathy Anderson volunteered to respond to the recommendation. She will start by asking the individuals that serve on university advisory committees (including Clare Tucker, Dianne McKay, and herself) to assess whether there is a local need for such assistance.

Ann mentioned the Raymond Einhorn Research Award, the annual reports have been finished by Gerry Boaz, and Ted Fellman has been nominated for the Excellence in Government Leadership Award. The Regional PDC will be March 13 and 14, 2008. The next audio conference is November 14.

The next CEC meeting is December 3.