

## September 2007 CEC Minutes

*Submitted by Jennifer McClendon, Chapter Secretary*

The Nashville Chapter's Executive Committee met on September 4, 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, Hellens, Kruszynski, Jennifer McClendon, Angela McElrath-Prosser, Terry Mason, Beth Pugh, and Mary Anne Queen. Committee leaders present were Amy Abbott, Karen Hale, Jennifer Lewis, Suzanne Sawyers, and Britt Wood. Ann Collett, Chapter President, called the meeting to order at 11:27 a.m.

### **Welcome of Early Career Member**

Ann introduced the early careers guest, Kayla Shewcraft, and welcomed her to the CEC meeting.

### **Approval of CEC Minutes**

Ann stated that since we are putting the minutes on the website, we will now be approving the CEC minutes during the CEC meetings, and not via e-mail vote. Ann asked if there were further changes to the minutes. Jennifer McClendon, Chapter Secretary, indicated she had received one further change to the minutes. Jennifer read the change to the CEC. Gerry Boaz made a motion to approve the minutes. Michelle Earhart seconded the motion. The motion to approve the August CEC Minutes passed.

### **Education Committee**

Nathan Abbott, Education Committee Co-Chair, reported that the Memphis Business Tax Seminar was successful but the chapter may need to reconsider the Business Tax Seminars next year. The Committee is concerned that the revenue from the Memphis Seminar will be taken up by the Nashville Seminar at the end of September. Teresa Kennedy and Kathy Anderson asked about other venues. Teresa Kennedy recommended the Nashville Public Library. Nathan indicated the Committee has considered this but could not get in to set up for a training event until 9 a.m.

So far 6 people have signed up and paid for the Nashville Business Tax Seminar.

Nathan reminded the CEC of the September 20<sup>th</sup> teleconference which is free to AGA members and \$20 to non-members.

Ann indicated concern regarding the Winter Seminar dates which are a Tuesday and Wednesday prior to a Thursday luncheon meeting. She stated she is concerned that members will not attend Thursday's luncheon meeting if the Winter Seminar is the preceding Tuesday and Wednesday.

### **Internet Committee**

Nathan reported that he is working with Michelle Earhart regarding the Early Careers Website.

Nathan also reminded everyone to send announcements for Thursdays meeting to him in Power Point format by Wednesday, September 5<sup>th</sup>.

Ann asked about the Google Checkout fee since AGA is now using Google Checkout. Nathan stated that there is no fee for this year.

Ann asked about the new version of the website. Nathan stated that it is not finalized.

Ann asked the CEC about the procedures for CPE at the September meeting. She asked if any committees were working together regarding the new policy for CPE reporting this year. Nathan stated he would get with Dan about an online evaluation.

### **Membership Committee**

Britt Wood, Membership Committee Co-Chair, stated that the Membership Committee had voted to not give the \$45 subsidy anymore. She stated that the same people qualify for the incentive each year and it has not served to get more people and new members involved as originally planned. Teresa Kennedy made a motion to continue the \$45 Membership Subsidy. Terry Mason seconded the motion. The motion passed.

A few suggestions to get more people involved were to remind people when events are coming up that they will earn points toward the subsidy. Also may want to send reminders to individuals who are close to having enough points to get the subsidy.

Britt stated if you need membership application packets, lanyards, and pens to contact her. Britt also wanted to remind everyone that new members can join online using a credit card.

Ann stated that the bags that will be given out for the membership drawings are from the AGA National PDC. Ann wanted to clarify that the recruitment contest is only for recruiting members between September 1 and November 30, 2007. Ann also discussed how to introduce new members. The CEC Concensus was to scroll all new members' names on the power point during lunch and announce/introduce only those present at the meeting.

### **Treasurer**

Terry Mason, Chapter Treasurer, provided copies of the financial statements for July and August 2007. Terry stated that cash is good in both months and the only outstanding account receivable for the 8/31 statements is a refund for the Bartlett seminar.

Terry told the CEC that previously with internet payments, the revenue was not recorded until deposited in the chapter account. Terry has created a column for transfers from the internet account to the chapter account. Terry will e-mail the General Ledger to the CEC. If you have questions, ask Terry Mason.

Terry stated that the chapter has 2 CDs. One is a 3-month CD and the other is a 6-month CD. Terry proposed changing the 3-month CD to a 6-month CD so it can provide a

better rate of return. With these two CD's as 6-month CD's they will be staggered so that one or the other will renew every 3 months.

Gerry Boaz motioned to change the 3-month CD to a 6-month CD. Michelle Earhart seconded the motion. The motion passed.

In compliance with Nashville AGA Policy #3, Terry presented a written request to the CEC to establish a \$100 change fund in order to make change at business meetings, educational functions and other events for which attendants pay fees. Michelle Earhart will be the back up custodian of the change fund. Ed Burr motioned that the change fund be established. Teresa Kennedy seconded the motion. The motion passed.

Terry handed out revised tax exempt forms and reminded the CEC members that the chapter is tax exempt. Per the law you are supposed to pay with AGA funds so if you need a check or other form of payment, contact Terry. Also, if you need an invoice to bill someone please contact Terry. She has a standard invoicing form to be used when billing other agencies.

#### **Meetings & Attendance Committee**

Joe Kimery, Meetings & Attendance Co-Chair, presented proposed Nashville AGA Policy #5 regarding luncheon reservations. Kathy Anderson moved to accept Policy #5 as presented. Teresa Kennedy seconded the motion. The motion passed.

There are currently 104 reservations for Thursday's meeting. The 104 consists of 96 members, 7 guests, & 1 speaker. Melvin Jones will do the invocation at Thursday's meeting.

Joe stated he recently met with the Nashville Association of Black Accountants and they would like to meet with us.

Ann offered her camera for pictures at Thursday's luncheon.

#### **Program Committee**

Robbie Hunter, Program Committee Co-Chair, stated that Hellens Kruszynski will introduce Barry Monson at Thursday's meeting. The Committee has recruited speakers for each month except March. Senator Cooper is tentatively set to speak in December. If he is not available, Linda Biek will fill in.

For the Chapter Social the cheapest price for group tickets to a Predators game is \$20. When food is added, this social could not be done for less than \$50 per person. Other ideas the Committee has considered include the Nashville Zoo, Skating, and Bowling. Teresa Kennedy recommended a Sounds game. Gerry Boaz recommended the Grand Ole Opry and Cheekwood. Terry Mason recommended going to the Symphony. Ann recommended surveying the chapter again. She also mentioned doing a 30<sup>th</sup> Anniversary Gala Event.

### **Newsletter Committee**

Amy Abbott, Newsletter Editor, reported that submissions for the October newsletter are due to her by September 10<sup>th</sup>.

### **Community Service Committee**

Jennifer Lewis, Community Service Co-Chair, reported the Committee is hoping for more Project Pencil donations at Thursday's meeting. NASACT donated 18 reems of paper to Alex Green and Jennifer has a Thank You card ready for them.

The October activity will be the Breast Cancer Walk. Jennifer Lewis stated she is aware the Comptroller is doing the Susan G. Kolman Breast Cancer Walk. AGA is participating in the American Cancer Society walk on October 20<sup>th</sup>. This is a 5 mile non-competitive walk. A person does not have to walk to participate, they can raise funds or make a monetary contribution. Jennifer set up the team webpage this weekend.

Jennifer stated that she has had several questions concerning points and how they are awarded. She asked if the Community Service Committee and the Awards Committee should meet to determine how points for activities are awarded. Ann Collett stated that this needs to be finalized so it can be publicized. Ann also stated that the subcommittee needs to be organized in the next couple of weeks.

Jennifer McClendon asked if the points policy should be written. The response to having this as a written policy was negative as several CEC members indicated that the points structure is constantly changing.

Teresa Kennedy asked who should be involved in the subcommittee. Ann indicated that committee co-chairs should be involved. Teresa Kennedy will be leading the subcommittee that will consist of Beth Pugh, Jennifer Lewis, Ann Collett, Ed Burr and either Nathan Abbott, Donna Jewell, or Nichole Curtiss. Ann asked that Teresa set something up for next week.

### **Early Careers Committee**

Michelle Earhart, Early Careers Co-Chair, reported that the career fair dates have been narrowed to March 13<sup>th</sup> or April 3<sup>rd</sup>. The Committee is waiting to find out the dates of the Regional conference before they choose one of these two dates. The first Early Careers social will be September 28<sup>th</sup> at the Wildhorse Saloon. This is open to only Early Career Members and one CEC member. This month's CEC member is Kathy Anderson.

### **Finance Committee**

Angela McElrath-Prosser, Finance Committee Co-Chair, reported that she will e-mail updates to the history report to Gerry.

Gerry Boaz reported that we will have finalized answers from the Ethics Committee next month.

### **Awards Committee**

Teresa Kennedy, Awards Committee Co-Chair, asked for any ideas or nominations for the National Awards that were presented at the last CEC meeting. It was reported that Ron Erickson has a potential nomination. Karen Hale asked about Deborah Loveless. Ann stated that we would have to decide which category she would fit into. Angela asked to be copied on any nominations for National Awards.

### **CGFM Committee**

Gerry Boaz, CGFM Committee Co-Chair, reported that the Committee has talked more about a more formal award for new CGFM's at monthly meetings. The first idea explored would break the bank so they are considering other options. At the September meeting there will be informal recognition of Amy Abbott, Britt Wood, Suzzie Singleton, and David Lannom.

### **Public Relations Committee**

Karen Hale, Public Relations Committee Chair, asked for volunteers to post announcements in their buildings regarding AGA meetings. She stated that this is a flier that someone can plug in the date and the speaker. Karen stated that besides herself and Ann, no one else has volunteered. Gerry Boaz volunteered for the 15<sup>th</sup> floor of the James K Polk Bldg.

Ann stated that she and Karen are still working on AGA liaisons in each state office.

Ann asked Karen about PDC photos being put on the website. Karen said she would ask Nathan or Dan about this.

Joe Kimery reported that the luncheon meeting advertising was in Sunday's newspaper.

### **Chapter Recognition**

Kathy Anderson, President-Elect, reported that all Annual Committee Plans were submitted to National and 8,525 points were submitted for the first quarter. Kathy Anderson made a motion to approve committee plans as submitted including the change to the membership plan including the early careers subsidy. Teresa Kennedy seconded the motion. The motion passed.

### **September Luncheon Meeting**

Ann asked the CEC who will be making announcements at the September luncheon meeting. Teresa Kennedy will make an announcement asking for nominations for National Awards. Jennifer Lewis will make the community service announcements. Gerry Boaz, Ron Queen, or Ann Collett will announce the CGFM subsidy drawing for the November meeting.

There was discussion of the head table; however, no final decisions were made.

Gerry Boaz stated that the Annual Reported will be completed in electronic format and on the website this week; however, hard copies won't be available until the October meeting. Gerry has given Ike Boone all information for the annual evaluation.

Ann stated the next CEC meeting will be 10/1/07 and adjourned the meeting at 12:57 p.m.