

July 14, 2008 Minutes

Submitted by Amy Czerwinski, Chapter Secretary

The Nashville Chapter's Executive Committee met on July 14, 2008, in the large Conference Room on the 15th floor of the James K. Polk Building. Kathy Anderson, Chapter President called the meeting to order at 11:10 a.m. Chapter Executive Committee (CEC) members present were Ed Burr, Ann Collett, Amy Czerwinski, Michelle Earhart, Rusty Lacy, Jennifer Lewis, Tommie Pendergrass, Beth Pugh, Suzanne Sawyers, Chas Taplin. Committee leaders present were Nicole Curtiss, Karen Hale, Jeff Hughes, Rhonda Williams and Dan Willis. Angela McElrath-Prosser, represented Pat Finney, who was absent.

Welcome

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

National Awards

Kathy mentioned that the Nashville Chapter received many awards from National last year. She also recognized immediate past-president, Ann Collett, hard work towards winning those awards. She wants the Chapter to maintain the platinum status for the current year and for the members to review points associated with their committee to accomplish the platinum status. Melvin Jones will be collecting points quarterly and the first report is due September 30, 2008.

Information on the CEC meetings

Kathy asked the CEC members to limit their verbal CEC reports to action items or items requiring deliberation. Kathy handed out the Nashville AGA CEC and Chapter meeting dates and times. The handout included the location of all the CEC meetings to be held on 15th floor Conference Room of the James K. Polk Building and the Chapter meetings to be held at the Nashville City Club. The handout also included the Southeastern Regional Professional Development Conference (PDC) date of Thursday April 2nd and Friday April 3rd at the Doubletree Hotel Nashville, TN. Kathy asked the CEC to mark their calendars and to support Melinda Parton who is chairing of the Southeastern Regional PDC. In addition, the handout included a list of resources such as deadlines, Chapter Leadership Officers, Regional and National Contacts, and organizational charts. Kathy also requested each CEC member to read the bylaws, read the leadership manual, review the policies and procedures, and sign into the National Website for more information on their committee.

Initiatives and ideas for 2008-2009

Kathy discussed Melinda Parton's status report for the regional chapters which pointed out that the Chapter is strong, but an area that needs improvement is recruiting. Kathy explained her initiative for the current program year was Membership and that she would support increasing the budget for membership, recruiting and early careers. She also

liked the mixture lunch and breakfast events from last year and would like to do those events again as well as more networking opportunities that allow guests.

Ratification of committee leader assignments

Kathy asked for a motion and Ed Burr motioned and Rusty Lacy seconded for committee leader assignments. Kathy added that from her request for committee support she received three responses that would help as needed. She asked the committee to get with her if they needed more assistance. Chas Taplin asked what results came from the previous recruiting events. Ed Burr said that no recruits resulted from the “Pizza for Prospects” events. Kathy suggested “bring a guest day” for a luncheon and to provide incentives for members. She also suggested paying for a couple of key memberships. Ed Burr suggested that increasing training costs might encourage people to join for reduced membership fees. This was discussed a few years ago and that it was determined not to increase the training cost at that time.

CEC Report

Past President

Immediate Past-President, Ann Collet, stated that we need to find someone to do the financial statement evaluation. Ike Boone will not be able to do it again this year. As of 7/10, the financial statements are about complete. She has one name and is waiting on a response.

Ann reported that Ethics Commission opinion has been going on since AGA’s questions were presented to the Commission earlier in 2007. Gerry Boaz attended the Ethics Commission meeting on June 24, 2008. The Commission voted 4-1 in favor of the Alternative Staff Draft #5 Advisory Opinion. The final version is not out on the Commission’s website yet. The draft opinion will soon be available after one amendment is written. Gerry’s summarized statement on the Commission’s position is, “the general gift ban is not applicable to certain items provided in connection with a conference sponsored by an established and recognized organization.” Our scenario fits the requirements of the exception in TCA 3-6-305(b)(7)B. Therefore the prohibition to solicit Employers would not apply as long as we ensure 3-6-305(b)(7)B is met. After the official opinion is posted, the existing committee will need to meet again to go over the points in the opinion. A policy will need to be developed to ensure we are in compliance. The sponsorship structure will need to be fully developed, making any necessary modifications to what was originally proposed.

The Nashville Chapter will receive several awards at the National PDC July 26-30, 2008 listed below:

- a. Chapter CGFM Award (Ann to accept on Monday)
- b. Chapter Community Service Award (Ann to accept on Monday)
- c. Regional Coordinator for Certification – Gerry Boaz (Gerry to accept on Tuesday)**

- d. Regional Coordinator for Education – Karen Hale (Karen to accept on Tuesday)**
- e. Platinum Level Chapter Award (Ann to accept on Wednesday a.m.)
- f. Website award (Nathan to accept Wednesday a.m.)
- g. National President’s Award – Deborah Loveless
- h. Community Service Photo Contest

**National is paying travel expenses for the one day.

Ann also discussed the possibility of combing the History Report and Annual Report into one document. Kathy liked the idea and it was discussed to make sure all the requirements for both reports are included.

President-Elect

Kathy reported for President-Elect, Melvin Jones, that he is working on the Strategic Plans and for the committee to update their committee goals and objectives and Melvin will set the deadlines from those items soon.

Secretary

Secretary, Amy Czerwinski state that the CEC reports are due 1 week prior to each CEC meeting and to email them to her in Word.

Treasurer

Treasurer, Chas Taplin handed out a budget form that included last year’s budget to actual with space for current years budget to the committee chairs with an explanation to the chairpersons regarding their respective budgets. It was also suggested that the Education Committee add more lines to the budget for per event comparisons to better profit/loss analysis. Rusty Lacy stated that he would develop that budget with more detail line items per event. He stated the proposed budgets are due July 29, 2008 or sooner. He also handed out the Request Payment Form. June 30, 2008 total liabilities and net assets were \$49,125.84

Kathy suggested the possibility of a Chapter payment card and for Amy and Chas to review the Cash Receipts Draft Policy and make recommendations for next CEC meeting.

Education

Education Chair, Rusty Lacy stated the training structure will be very similar to last years training program. He also stated that the Chattanooga Chapter has asked us to co-sponsor a webinar with speaker Dennis Dycus and the education committee will be discussing that soon.

Membership

Membership Co-Chair, Ed Burr reviewed the Growth, Acquisition and Retention report. Per the latest report current membership is 357. That number is down from 401 at the end of the preceding chapter year. This is due to members being suspended at May 31 for nonpayment of dues. Ed passed the list around for CEC members to contact people

they know and ask them to renew. The Chapter's goals for the current year, as set by national AGA, are 40 new members and a total membership 421.

Program

Program Co-Chair, Michelle Earhart reported the tentative luncheon schedule for the 08-09 program year. They are looking for ideas on any speakers that would be entertaining and any that might qualify for Ethics CPE. The committee has invited a couple of speakers in these areas that they are still waiting on replies. The committee also wanted a second opinion if Kevin Krushenski's speaking on the economic situation qualified for CPE. The Education Committee was asked to verify CPE for the economic situation speaker and Karen Hale added that she believed it did.

Finance

Angela McElarth reported for Finance Chair, Patricia Finney, they are working on the History report. Kathy asked when the Tax form was due and the committee will report back. It was discussed that the Finance Committee provides people to count the luncheon money. Pat and Angela will count the money for the first Chapter luncheon.

CGFM

CGFM Co-Chair, Nichole Curtiss stated that she and Gerry discussed the CGFM Annual Plan and are planning activities for the new program year. The entire committee is scheduled to meet one day the week of July 21 to assign CGFM activities and responsibilities and establish deadlines for achieving results. The agenda for the next committee meeting will also include discussions about the strategic plan and the budget. Major tasks for this program year include proclamations, education, and marketing.

The Annual Plan was submitted to National, the Senior VP for Section IV, and the RVP by the deadline. Committee members will consist of: Nichole Curtiss, co-chair; Gerry Boaz, co-chair; Ron Queen, Mary Anne Queen, Bob Boydston, Kristy Carroll, Karen Hale, and Rebecca Barr. Nicole stated that the biggest goal is marketing the CGFM.

Awards

Awards, Co-Chair, Jeff Hughes, Scholarship recipients – The awards committee selected Stephanie Gordon as the recipient of the Fawn Ellis scholarship and Christina Winch as the recipient of the William Snodgrass scholarship. They will be attending the September luncheon, and we will recognize them at that time.

Community Service

Community Service Co-Chair, Suzanne Sawyers stated the events scheduled for the year include on-going projects and one time events. Upcoming Projects include:

- 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

Points will be the same as last year. Jeff Hughes asked how often points can be received for on-going projects and Suzanne stated she would report back. Kathy suggested reviewing the policy on points for community service.

Public Relations

Public Relations Chair, Karen Hale reported that four press releases have been published already for this program year. She is currently working on one to announce the national awards and one to recognize Terry Mason for receiving the CGFM. She would also like to write a press release on upcoming community service events. She recently wrote an article to get the news out about the Chapter's 30th Anniversary celebration, and the article was published in the Government Financial Management TOPICS, July 7, 2008. She stated that she is finalizing a template (with Joe Jozefczyk's blessing) for a local speakers' list which will be sent out to the membership soon. She asked if anyone has other ideas for press releases to send her the information.

Kathy stated that we need to find a photographer for this program year if Da Norm is not going to serve in that role this year. Jennifer Lewis stated that she would verify whether or not Da wants that role.

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. Tommie stated at the next CEC meeting the committee will present a proposal on a luncheon price increase.

For the monthly luncheons we will use the same registration process as last year. Joe Kimery will compile the registration list and forward it to the various interested parties. Tammy Fruscione will continue to do the agendas. Penny Austin will continue doing the name tags. Ron Anderson will not be providing a puzzle; therefore, unless someone volunteers, we will not have this again. Tommie Pendergrass replaces Suzanne Sawyers as the luncheon coordinator and may be assisted by Tammy Thompson.

Kathy reported that Ron Hickman's CPA firm wants to sponsor door prizes and we may use these items to support membership initiatives. In addition, AGA needs to recognize Mr. Hickman's CPA firm for donating the door prizes.

Newsletter

Newsletter Editor, Rhonda Williams, stated the deadline for newsletter articles will be the 7th of each month unless the 7th falls on a weekend and the due date would be the following business day.

Kathy suggested to schedule out the monthly profiles in advance to give people sufficient time to prepare.

Web-Master

Webmaster Co-Chair, Dan Willis, asked members to please go through your webpage's and submit any changes to Dan or Nathan. Rusty offered to help the webmaster.

Kathy Anderson adjourned the meeting at 12:35 p.m.