

MINUTES
AGA Chapter Executive Committee
October 2, 2019

Submitted by Donna Jewell, Chapter Secretary

The chapter Executive Committee for the Nashville chapter met on Wednesday, October 2, 2019, in the Training Room of the Cordell Hull Building.

Present (voting members in bold): **Jennifer Garoutte, President; Michael Winston, Past President; Penny Austin, NCC Representative; Nichole Crittenden, Treasurer; Katie Armstrong, Treasurer-Elect; Donna Jewell, Secretary; Mary Anne Queen, Awards Co-Chair; Drew Sadler, CGFM Chair; Terry Burr, Education Co-Chair; Melissa Lahue, Education Co-Chair; Alexander Warns, Finance Co-Chair; Bridget Carver, Membership Chair; LoriAnn Davis, Young Professionals Chair;** Gerry Boaz, Accountability Outreach Chair; Britt Wood, Communications Chair (via telephone); Angela McElrath-Prosser, Community Service Co-Chair; Chase Tramel, Fundraising Chair; Scarlet Sneed, Meetings and Attendance Chair; Pamela Marks, Program Chair

Call to Order

Jennifer called the meeting to order at 11:25 a.m.

Minutes

Jennifer asked if there were any changes to the minutes. Michael moved that the minutes be approved. Pamela seconded the motion. The minutes were approved.

President's Report

Jennifer informed us that she has NOT requested any payments of gift cards on her behalf. Apparently, someone is using her information from National's website. Those of us on the CEC for multiple years remember that this happened last year with Michael as well.

Sandra Brown reviewed the financial information prior to the Chapter CCR and History Reports being submitted to National.

As far as the CEC's contact information being on the chapter's website: that information comes from National's database. If we prefer our work email address over our personal email address, we need to ensure that the information is appropriately identified in our profiles with National. If certifications need to be added, send that information to Jennifer as she will need to send that separately to National.

As someone had asked Jennifer if members could come to the monthly meetings for the CPE, but not to eat. After discussion, we decided that it would be difficult to allow something like this as long as we are meeting at the DoubleTree or in a similar place. We must notify the venue how many are attending for planning purposes. There are no allowances for persons attending and not being included in the per-plate costs.

Past President's Report

Michael reported that the 2019 reports were submitted timely. He will also be drafting a short article for the October newsletter on the CCR and History Report.

President Elect's Report

Katie, on behalf of Rachelle, mentioned that Rachelle wants to establish a nominating committee by the end of October. In addition, although Penny's term as NCC rep goes through June 2020, we need to have her successor named by early 2020. Anyone interested in serving on the nominating committee or as an officer next year should contact Rachelle.

NCC Representative

Penny came back from the LEAD with ideas from other chapters. These will be distributed this afternoon via email to the rest of the CEC.

Treasurer's Report

The financial statements were sent out earlier today. Nichole and Katie are still working on getting the receivables written off in Aplos.

Secretary's Report

Donna had nothing to report at this time.

Accountability Outreach Report

Emily Godwin of MTAS and Gerry spoke at the Tennessee Association of Municipal Clerks and Records training event in September. Approximately 55 people attended and learned what a CCR should include, how to create one, and why it is important. They expect good results from this presentation and plan on speaking at the TGFOA spring conference.

Awards Committee

Mary Anne requested nominations for the National Leadership Awards (due November 30). We discussed whether to re-nominate Jan Sylvis or possibly Justin P. Wilson. Mary Anne is going to reach out to Jan. If Jan does not want to be nominated, the chapter may nominate Comptroller Wilson. Donna moved for this plan of action; Drew seconded the motion, and the motion passed.

Maria and Mary Anne will be posting an updated points spreadsheet to the website later this week and have also been reviewing the website to identify necessary updates.

Notifications will be sent out soon for chapter scholarships. Although the deadlines for submission aren't until the spring, they want the schools to know well in advance. They are also revising the applications.

By-laws and Procedures Committee

Melissa Boaz had nothing to report at this time.

CGFM Committee

The new CGFM guides have arrived and are ready to be distributed. Drew has sent emails out about the review course.

Communication

Britt asked that all information for the newsletter be to her no later than October 15th.

Community Service Committee

We are collecting supplies for Alex Green through the October 7th Luncheon. Drop-off boxes are currently stationed at the following locations:

Cordell Hull Building: Scarlet Sneed and Rachelle Cabading

Howard Office Building: Pamela Marks

Nashville Public Library: Angela McElrath-Prosser

We are also going to serve meals at the Nashville Rescue Mission on October 29th.

Education Committee

Melissa and Terry reported that they are sponsoring a webinar today. They have also reached out to the Ann Ebberts and Ernie Almonte about speaking at the Winter Seminar.

Finance

Alex reported that the financial information has been completed, he should be able to file the chapter's tax return prior to the November 15th deadline.

Fundraising

Chase reported that we need 5 more for the Titans game on Sunday. If we don't have 12 people, we may have to share the profits from the booth with another non-profit organization. Britt is going to post something to the chapter's Facebook page as a reminder.

Chase also reported that Becker has been invoiced for their sponsorship pledge.

Meetings and Attendance

Scarlet reported that we currently have 49 people signed up for Monday's meeting (guarantee of 60).

September meeting recap: It was a CPE meeting with Michelle Earhart Hernandez as the speaker. The deadline reservation was 77, but several changes were made after the deadline. Actual attendance was 80, with one speaker and 15 first-time guests. Payment breakdown was 26 with cash, 21 with PayPal, and 17 by check.

Membership Committee

We currently have 328 members, including 14 new members. Pamela mentioned that one of her co-workers was applying for membership when she left her office for the CEC meeting.

Program Committee

Pamela asked for suggestions for speakers. She had Metro's Treasurer lined up for the November meeting, but there was a conflict with the meeting date. She hopes to have him speak at another meeting.

Other suggestions made included Daniel Porter, Suzzie Singleton and Jimmy Stewart (recently won an award for an investigative report).

We also discussed the possibility of using Top Golf as the social event this year.

Website Committee

Any website updates should be sent to Nathan and Chase.

Young Professionals

LoriAnn had nothing to report at this time.

Details for Next Chapter Meeting on October 7th

- ❖ Invocation: Melvin Jones
- ❖ Introduction: Jennifer Garoutte
- ❖ Meeting location: DoubleTree Salon E
- ❖ Menu: Spaghetti
- ❖ Reserved Table: Jennifer Garoutte
Mike Batson
Michael Winston
Donna Jewell
Aaron Jewell
Nichole Crittenden
Chase Tramel
- ❖ Collecting funds: Scarlet Sneed
Alexander Warns
- ❖ Announcements: CGFM
Titans games
Community Service

The next CEC meeting will be Wednesday, October 30th.

As there was no other business, Jennifer adjourned the meeting at 12:12.