

April 2023 CEC Minutes

Submitted by Jamie Chambers, Chapter President

The Charleston Chapter's Executive Committee met remotely. The CEC members present were: Kathy Anderson, Jane Caswell, Jamie Chambers, Betsy Chapman, Beth Farley, Heather Gillenwater, Angela Leshon, Marie Long, and Lisa Rutherford

Call to Order

Jamie Chambers called the meeting to order at 12:03 PM, on April 26, 2023.

March minutes were reviewed with no corrections. Betsy made the motion to accept the minutes as written. Heather seconded the motion.

Officer Reports

- a) NCC – Jamie Chambers – Provided an update from the NCC orientation at LEAD last week. There has been a change with the meeting structure so that there will be three virtual meetings (August, November, and February) and one in person meeting which is at LEAD. The NCC representative is the liaison between the National Governing Council (NGC) and the Chapter.
- b) Treasurer – Angela Leshon – The current balance in the account is \$5,060.88. The balance in the account for the end of February was \$10,944.40. We lost \$2,314.10 at the conference (See: Treasurer's report).

Discussion surrounded how to build up the account to support chapter activities. Luncheon prices are not going to be raised at this time. We are going to attempt to get sponsors for events. Many good ideas were presented and will be discussed further as we start planning for the Fall Conference.

- c) Membership –Betsy Chapman –We currently have 90 members. For the membership drive: Members will get their name in a drawing for bringing a nonmember and/or having them become a member. Betsy will be reaching out to the Ethic commission to see if we can offer a prize over \$25.00.
- d) Chapter Recognition/Points (ACE – Achievement in Chapter Excellence)– Lisa Rutherford – Our next submission will be May 1.
- e) Education/Meetings – Jamie Chambers, Betsy Chapman, Kathy Anderson – Next luncheon is set for May 16th at DEP. National has been invited to speak at our luncheon since they didn't make conference. However, we still have not received confirmation.

Betsy Chapman is preparing a presentation on the CGFM content and process. She recently attended a similar presentation in which CPE credits were approved.

Regardless of the speaker from the May luncheon, we are going to have a membership drive, to encourage people to bring someone to the luncheon (see membership section).

We also discussed offering a “Bring Your Own Lunch” option where members can attend for free if we do not purchase their lunch. Taylor will be setting up a Google Form for the luncheon to provide more options for the people registering for the luncheon.

- f) Early Career – Kathy Anderson – No changes since the last report, but Kathy plans to reach out to contacts at UC and State to invite students and instructors to attend the May luncheon.
- g) CGFM- Betsy Chapman – Book 2 is almost complete. It is estimated the study group for book 2 will wrap up in about four weeks.

We have a new volunteer to facilitate the study group for book 3. Corey Wade passed the CGFM in January of this year. We feel like the participants of the study group would gain more value from a facilitator who recently passed the exam. Jamie Chambers will provide support as needed. The study group for book 3 will start in July.

- h) Community Service –Beth Farley – No update since last report.
- i) Communications & Social Media – No update since last report, but Taylor did send out an email saying she has received feedback that members are loving getting the job opportunities emailed to them as they come up.
- j) Accountability – Marie Long – No update since last report.
- k) Website – Jane Caswell – No update since last report.
- l) Newsletter – Jamie Chambers – A draft newsletter was provided prior to the meeting. Based on discussion and ideas from the meeting a few more articles will be added and sent out for Board review tomorrow. The goal is to have the newsletter out by the end of the week. The final copy to be sent to Taylor to distribute.

Continuing Business

By-laws were reviewed and minor edits made. The by-laws were approved on 4/26/2023.

New Business

The Board for the 2023-2024 year was discussed. There are four positions currently open. They are Membership, Early Careers, Webpage and Newsletter. After the next luncheon, members are going to be encouraged to stay and maybe someone will want to join the Board and take one of these vacant positions. Betsy has agreed to keep Membership if there isn't any interest in that position.

The transaction charge was discussed for electronic payments. Because it's a fee based on the transaction amount, it was decided not to raise prices to cover these charges. The cost is minimal per payment.

Jamie Chamber introduced our new Google Drive that has been set up for our chapter by National. The Board will be able to create forms and also use templates from National for events, surveys, etc.

PDT was discussed. Jamie and Kathy have both applied for scholarships offered by National for first time participants where everything would be paid for. Heather also showed interest in attending. National will pay for two hotel rooms and our Chapter covers registration and transportation. The registration is \$925.00 per person. Cheaper flights through Huntington and maybe Charleston were mentioned to cut costs.

Conferences i/o was tabled due to time and will be on the agenda next month.

Next Meeting

The next meeting will be at DEP after the CPE event. This will be a general meeting where all members who are interested will be encouraged to stay and contribute to the conversation.

Meeting adjourned at 1:06.