

August 2024 CEC Minutes

Submitted by Jamie Chambers, Secretary

The Charleston Chapter's Executive Committee (CEC) met virtually on August 21, 2024. The CEC members present were: Jamie Chambers, Talyor Cole, Beth Farley, Emily Fleck, Heather Gillenwater, Kelli Herr, Marie Long, and Lisa Rutherford.

### Call to Order

Heather Gillenwater called the meeting to order at 12:03 pm, on August 21, 2024.

July minutes were reviewed with no corrections. Taylor Cole made the motion to accept the minutes as presented. Lisa Rutherford seconded the motion.

### Officer Reports

- a) NCC – Jamie Chambers – NCC meeting was held on August 7, 2024. Jamie went over the highlight report (see attached)
- b) Treasurer – Lisa Rutherford – The balance in the account as of the end of July was \$ 19,902.74. Inflows for the July luncheon and AGA dues received for the month totaled \$679.05. Expenses related to LEAD, PDT, and the July luncheon totaled \$2,640.30.
- c) Membership – no report – Based on the membership report generated on 8/20/2024, we currently have 79 members.
- d) ACE – (Achievement in Chapter Excellence) - Lisa Rutherford – Strategic plans have been submitted. Nothing additional to report at this time.
- e) Education/Meetings – Emily Fleck – Our next luncheon will be held on September 18, 2024, at 12:00 PM in the WV State Capitol Complex, building 3 - 1st Floor Conference Room. Maegan Trout, Director of Operations for Unclaimed Property at the State Treasurer's Office, will be discussing "WV State Treasurer's Office Unclaimed Property for State Agencies." The announcement has already been sent out. Eight people are currently registered. Lunch will be provided. The price increase approved at the last meeting was implemented with this training.

The Fall Conference will be on October 28-29 at the Holiday Inn in South Charleston. The planned agenda to be submitted to the Board of Accountancy is expected to be approved for 16 hours of CPE with 4 hours in ethics. The cost for the conference included one paid speaker at \$1,600 and the travel for three speakers (including the paid speaker) estimated at \$1,250 each. Additionally, Emily expects approximately \$300 for speaker gift cards, and \$100 for door prizes. Based on these costs and the cost of the

facility, equipment, and food, Emily estimates we could break even if we had 40 people attend at \$275 a person. The price and related discounts were discussed. After the discussion, Lisa Rutherford made the motion to set the price at \$300 per attendee with 2 - \$25 discounts, one discount for AGA membership and one discount for any certification held (CPA, CIA, CFE, CFA, CGFM, etc.). The motion was seconded by Taylor Cole.

- f) Early Career – Kelli Herr – An email is being prepared to send out to Marshall, University of Charleston, and West Virginia State University to inquire if members can come talk to students about the careers in government, the AGA, and scholarship opportunities. Kelli stated with the school year just starting, she felt this was a good time to reach out.
- g) CGFM - Jamie Chambers for Corey Wade – The study group for exam 2 was placed on hold until we got a few copies of the new study guide. The 2024 study guide is now available. The cost for the book 2 study guide is \$120 each plus shipping and handling. After discussion, Emily Fleck made a motion to purchase five new CGFM Study Guides for Exam 2 to be used by the study group and returned to the chapter's Lending Library. The cost will be \$600.00 plus shipping and handling. Lisa Rutherford second the motion.

The chapter will hold off on purchasing the other study guides until we can gauge membership interest in continuing the program.

- h) Community Service – Beth Farley – The water station activities are still going on. Two members attended the 15k on August 17<sup>th</sup>. The next race will be October 20<sup>th</sup>. Contact Jamie Chamber for more information on volunteering for the event.

The Board discussed what community service to pair with the fall conference. The board decided to put together care bags for cancer patients at Thomas Hospital and CAMC Cancer Center. Care items and cash donations will be collected during the Fall Conference. Beth will purchase and donate 4 \$25 gift cards to raffle off during the conference, two the first day and two the second day. For cash donations received, we will ask National to match our donation.

- i) Communications – Taylor Cole – Taylor will send out the Save the Date notice for the Fall Conference and resend the luncheon notice. The newsletter will be sent out once the final edits are made.
- j) Accountability – Marie Long – The CCR is due October 31. Marie will be reaching out for information as needed and will need pictures for the CCR.

- k) Website & Social Media – Kelli Herr – Facebook and LinkedIn has had an increase of visits after pictures were posted of the PDT activities. In our social media, Facebook had 25 new views and currently has 101 followers. Linked-in had 5 views, with 4 being new views, and currently has 84 followers.
- l) Newsletter – Jamie Chambers – The newsletter for the first quarter has been sent out for review. No additional changes were noted. A final version of the newsletter will be sent out to Taylor Cole and Kelli Herr to send to our membership/email distribution list and to put on the website/social media.

#### Old Business

- a) CGFM Study Guides  
See CGFM/Professional Certification section – the chapter will be purchasing five copies of the Study Guide for exam 2. The need to update the other study guides will be determined in the near future based on membership interest.

#### New Business

- a) Conferences i/o

A committee will be formed of members who wish to have a better understanding of Conferences i/o. The goal is to fully utilize all the feature of Conferences i/o to engage members during events. Heather would like to have the first meeting before the third week of September.

- b) Other

Records management – Heather is going to go through the Google Drive and assess the need and format of our records so that she those after us need to find records, they will have the ability to locate them.

#### Next Meeting

The next meeting will be in person after the CPE Luncheon on September 18, 2024, approximately at 1:00 pm.

Lisa Rutherford made the motion to adjourn. Taylor Cole seconded the motion.

The meeting adjourned at 1:01 pm.