

March 2023 CEC Minutes

Submitted by Jamie Chambers, Chapter President

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

Call to Order

Jamie Chambers called the meeting to order at 12:01 PM, on March 15, 2023.

February minutes were reviewed, and one correction was identified under the Officer Reports – Chapter Recognition and Points. The correction will be made and sent out to the Board. The February minutes with correct were approved, Lisa made the initial motion with Heather providing the second.

Officer Reports

- a) NCC – Jane Caswell – National has extended the parameters for the NCC Region Directors. It was that you had to be on the NCC for a set number of years. Now anyone who is on the NCC, and is in good standing, and has been either a previous NCC rep or Chapter Officer can be nominated. The NCC Director would work with all the chapters in our region (region 8). The nomination needs to be submitted today. As for the NCC rep, it was determined that Jamie would be the NCC rep for the 2023-2024 program year.
- b) Treasurer – Angela Leshon – The current balance in the account is \$11,698.98. The balance in the account for the end of February 15 was \$10,944.40. During March we have received registration fees and had disbursements related to conference. All but two people who have registered as paid. It is estimated that we will lose about \$1,000 on the conference this year. We also lost money on the fall conference. Factors identified included the paid GASB speaker, obtaining promotional items with the new logo, and raising cost of the venue. We did not increase our price for the conference. Potential solutions we will explore for the Fall Conference will include increasing prices and explore the cost of alternative venues. Although the Chapter is not currently in financial distress, we will not be able to continue to provide some benefits (e.g. the books for the study group and reimbursements for passing the exams) if we keep losing money on the conference and luncheons.
- c) Membership – Betsy Chapman – Our membership has increased. We are up to 91 members. It is membership renewal time. The board was asked to promote the benefits of memberships to anyone who may be on the edge about renewing.
- d) Chapter Recognition/Points – Lisa Rutherford – Our next submission will be May 1. Not much has changed since the last report. Changes made since the last meeting include:

- Governor's proclamations of CGFM – 100 Bonus points
 - Used the results of the satisfaction survey completed 5/18/2022 to verify we have an overall satisfaction rating over 80%
- e) Education/Meetings – Emily Fleck – Spring Conference is set for March 21, lunch provided. Request for volunteers to work registration table. Volunteers should be at the Marriot at 7:45. Next luncheon is set for May 16th at DEP. National has been invited to speak since they didn't make conference. However, a response has not been received. Emily will check with the education co-chair to see if a speaker has been lined up.
- f) Early Career – No report
- g) CGFM- Betsy Chapman – The new format of the study group is working out well. The study group for Book 2 has almost completed Section 1 of the book. It is expected that the study group will be complete around mid-May. Then we will facilitate a study group for Book 2 in late summer or in the fall.
- h) Community Service –Beth Farley – Donations will be accepted during the spring conference for Manna meals. A collection point has also been set up in Beth's office. Beth encourage members that this would be a good time to clean out the pantry to make a donation. A reminder email will be sent out before the conference reminding attendees about the Manna meals donations/fundraiser.
- i) Communications & Social Media – No report
- j) Accountability – Marie Long – Please remember to take pictures during the conference. Angela volunteered to take pictures during the conference, but everyone is encouraged to take pictures. These pictures can be used in the CCR, newsletters and on the website.
- k) Website – Jane Caswell – The community section of the site has been updated to include a help wanted section. Postings from the Register are being pulled to promote positions in financial management and help members and visitors to the site be aware of opportunities. A big accomplishment this month was the ability to accept payment through the website which was a project that Jane and Angela worked on together. A few glitches were noted such as some people paid but didn't register and group billings currently need to be handled separately. However otherwise all appears to be going smoothly.
- l) Newsletter – No report

Continuing/New Business

Bylaws updates were discussed, and some updates were made during the meeting. A copy with the track changes cleared will be sent out to the Board. Any changes will be made as brought to attention. If no additional changes are needed, we can approve via electronic/email vote. The goal is to have the Bylaws complete before May 1.

Reminder to promote CGFM Month and encourage membership.

Next Meeting

The April 19 meeting will be in person. Tentatively planned to be held at West Virginia State Treasurer's Office located at 315 70th Street SE, Charleston, WV 25304. Jamie will provide lunch.

Meeting adjourned at 12:52.