

November 2024 CEC Minutes

Submitted by Jamie Chambers, Secretary

The Charleston Chapter's Executive Committee (CEC) met virtually on November 20, 2024. The CEC members present were: Jamie Chambers, Emily Fleck, Heather Gillenwater, Nancy Gray, Kelli Herr, Lisa Rutherford, and Corey Wade.

### Call to Order

Heather Gillenwater called the meeting to order at 1:11 pm, on November 20, 2024.

October minutes were reviewed with no corrections. Emily Fleck made the motion to accept the minutes as presented. Lisa Rutherford seconded the motion.

### Officer Reports

- a) NCC – Jamie Chambers – The NCC was held on October 30<sup>th</sup>. Topics of discussion included session planning, and the membership drive.
- b) Treasurer – Lisa Rutherford – The September and October Treasurer Reports were reviewed. As of 10/31/2024, the Chapter had \$29,078.72 available. Some payments for the Fall Conference are still outstanding.

The Bank Statements have been added to the Google Drive under the Treasurer's Folder.

Per the AGA's Treasurer's Handbook, Procedures for the Treasurer's function are being developed.

- c) Membership – Nancy Gray – We have one new member
- d) ACE – (Achievement in Chapter Excellence) - Lisa Rutherford – The ACE Report was submitted October 31<sup>st</sup>.
- e) Education/Meetings – Emily Fleck –  
On January 22, 2025, Ali Al-Sinayyid, PhD, Assistant Professor and Director of WVSU Cybersecurity Innovation Center, will be doing a luncheon presentation about Cybersecurity. The training will be in person at DEP from 12:00pm – 1:00pm. Due to the availability of the room, we will need to have our monthly meeting from 11:00am – 12:00pm on January 22<sup>nd</sup>. Registration will be on our Google Drive Forms so lunch orders can be received.

After discussion it was agreed that the Spring Conference would be held at the Holiday Inn in South Charleston in May. The upcoming luncheons will be held in January, March, and April. Suggestions for speakers welcomed.

- f) Early Career – Kelli Herr – Three students from the University of Charleston attended parts of the fall conference based on their availability. Another student from Marshall was also planning to attend but was ill on the day of the conference. There has been outreach efforts made to UC, Marshall, and WVSU. No response has been received from the three contacts at WVSC. Kelli and Taylor plan to speak to a class at UC and Marshall in the spring.
- g) CGFM – Jamie Chambers/Corey Wade – The study group for exam 2 is ongoing. There has been a change to the study group structure. Corey will be facilitating the study group with Jamie acting as backup. Corey will be recording the sessions so that the study group can be more assessable to more people. He is also creating flyers to build awareness of the CGFM and exam content.
- h) Community Service – Heather Gillenwater – tentatively the plan is to take care packets to the cancer patients at Thomas Hospital and CAMC Cancer Center on Friday, November 22. Heather will get with Beth to follow-up on the cash match from National and whether those funds will be used to purchase more items for the care packets or be a cash donation.
- i) Communications – No report
- j) Accountability – Heather Gillenwater – The CCR was submitted to National on October 31.
- k) Website & Social Media – Kelli Herr – The social media pages had a lot of activity the two days of conference. LinkedIn had 83 clicks, 40 likes, 2 comments. The LinkedIn engagement was up by 12% compared to last month. Facebook had 104 new views, 85 reactions, 2 new page likes, and 2 new followers.
- l) Newsletter – Jamie Chambers – The newsletter is started and waiting on a few more articles. Goal to have the draft out soon.

#### Old Business

- a) Microsoft

The 365 Business package for non-profit organizations will be \$3 per user per month billed annually. When purchased, there is an option to apply for a grant that could cover

the cost completely. Heather Gillenwater made the motion to purchase the Microsoft Office 365 Business package for the AGA laptop. Emily Fleck second the motion.

Prices for Adobe were also researched. The cost would be \$19.99 per month for a single user and \$37.99 per month for a business user. The board determined that for our needs, it is not worth the price.

#### New Business

No new business

#### Next Meeting

The next meeting will be in virtual after the CPE Luncheon on December 18, 2024, approximately at 12:00 pm.

Heather Gillenwater made the motion to adjourn. Jamie Chambers seconded the motion.

The meeting adjourned at 1:50 pm.

Approved by the Board  
12/18/2024



Charleston  
Chapter



**AGA Charleston Chapter  
Treasurer's Report - September 2024**

	Beginning Balance 09/01/24	\$	19,076.55
<b>Deposits</b>			
09/16/24	Stripe - September Luncheon	\$	14.20
09/17/24	Stripe - Fall Conference	\$	242.45
09/23/24	Stripe - Fall Conference	\$	285.66
09/30/24	Stripe - Fall Conference	\$	1,011.65
	<b>Total Deposits</b>	\$	<b>1,553.96</b>
<b>Disbursements</b>			
09/18/24	Reimb Emily Fleck - supplies/gift cards for Sept luncheon	\$	(38.48)
09/19/24	AGA National - new study guides	\$	(663.71)
09/20/24	Chick-Fil-A (Sept Luncheon)	\$	(162.08)
	<b>Total Disbursements</b>	\$	<b>(864.27)</b>
	<b>Available Balance 09/30/24</b>	\$	<b><u>19,766.24</u></b>

<b>Bank Statement Reconciliation</b>		
	Beginning Balance per Books 09/01/24	\$ 19,076.55
	Add: Deposits	\$ 1,553.96
	Less: Disbursements	\$ (864.27)
	<b>Ending Balance per Books 09/30/24</b>	<b>\$ 19,766.24</b>
	Add: Outstanding payments	\$ 702.19
	Less: Outstanding deposits	\$ -
	<b>Reconciled Balance</b>	<b>\$ 20,468.43</b>
	Bank Statement Balance as of 09/30/24	\$ (20,468.43)
	<b>Difference</b>	<b>\$ -</b>

**AGA Charleston Chapter  
Treasurer's Report - October 2024**

	Beginning Balance 10/01/24	\$	19,766.24
<b>Deposits</b>			
10/01/24	Stripe - Fall Conference	\$	994.97
10/03/24	Cash - September Luncheon	\$	30.00
10/18/24	Stripe - Fall Conference	\$	387.40
10/21/24	Stripe - Fall Conference	\$	4,085.46
10/24/24	Stripe - Fall Conference	\$	7,711.52
10/24/24	AGA National - Dues	\$	10.00
10/29/24	Stripe - Fall Conference	\$	1,868.87
	<b>Total Deposits</b>	\$	<b>15,088.22</b>
<b>Disbursements</b>			
10/16/24	4 Imprint - CEC Shirts	\$	(391.98)
10/18/24	Walmart - Conference Supplies	\$	(219.05)
10/18/24	Kroger - Gift Cards	\$	(225.00)
10/23/24	Kroger - Gift Cards	\$	(75.00)
10/29/24	Holiday Inn - Fall Conference Venue	\$	(4,707.01)
10/28/24	Stripe - One day refund for Fall Conference	\$	(157.70)
	<b>Total Disbursements</b>	\$	<b>(5,775.74)</b>
	<b>Available Balance 10/31/24</b>	\$	<b><u>29,078.72</u></b>

<b>Bank Statement Reconciliation</b>			
	Beginning Balance per Books 10/01/24	\$	19,766.24
	Add: Deposits	\$	15,088.22
	Less: Disbursements	\$	(5,775.74)
	<b>Ending Balance per Books 10/31/24</b>	\$	<b>29,078.72</b>
	Add: Outstanding checks	\$	-
	Less: Outstanding deposits	\$	-
	<b>Reconciled Balance</b>	\$	<b>29,078.72</b>
	Bank Statement Balance as of 10/31/24	\$	(29,078.72)
	<b>Difference</b>	\$	<b><u>-</u></b>