October 2023 CEC Minutes

Submitted by Jamie Chambers, Secretary

The Charleston Chapter’s Executive Committee (CEC) met remotely. The CEC members present were: Kathy Anderson, Jamie Chambers, Betsy Chapman, Beth Farley, Heather Gillenwater (by phone), Kelli Herr, Angela Leshon, Marie Long, and Lisa Rutherford.

Call to Order

Betsy Chapman called the meeting to order at 12:04 PM, on October 18, 2023.

The Charleston WV AGA’s newest member expressed interest in joining the Board and becoming the Web Administrator. Jamie Chambers made the motion to accept Kelli Herr to the Board. Kathy Anderson seconded the motion. All were in favor; no objections were made. Jamie will contact National to get Kelli added to the Board and get the resources she will need.

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

Officer Reports

1. NCC – Jamie Chambers – The only real updated for NCC is that the conferences i/o discussed in the last meeting has been purchased. Some detail related to conferences i/o were discussed under new business.
2. Treasurer – Angela Leshon – The balance in the account as of the end of September was $ 4,615.12. There has been a lot of activity in October. As of the date of the meeting, the Chapter received $90 from national, we believe for dues, $10 for the September luncheon, and $9,751.07 for the fall conference (net online processing fee). The Chapter has spent $1,640.19 for conference expenses. As of October 18, 2023, the Chapter’s balance is $12,826. We currently have 56 people who signed up for the conference.
3. Membership – Betsy Chapman – We currently have 78 members. A prior discussion was held about doing a membership drive; however, due to the low balance in the account the Board did not consider it feasible. Now that we have some additional funds in the account, we will be able to do a drive in December or January. Additionally, during the conference, the informational videos will be played during the break. Also, before the conference presentations start, Betsy will provide some information to the attendees about the AGA and the CGFM.
4. ACE – (Achievement in Chapter Excellence) - Chapter Recognition/Points– Lisa Rutherford – Report is due November1. Information relevant to the report was obtained during the meeting.
5. Education/Meetings – Kathy Anderson – Fall Conference: Kathy is going to get with Angela to get the final payment of $700 for the conference space rental payment.

Kathy informed us that Frank Petersen from National will only be speaking for half a day. For the second half of the day, Kathy has lined up FORVIS, a CPA firm out of DC. FORVIS will have four CPAs cover four different topics in the afternoon. The only thing they ask is to be able to set up a booth to provide some marketing information to the attendees.

The information needed for the Board of Accountancy’s CPE approval will be submitted soon.

A discussion was held about the cut off. It was discussed that people would be allowed to register after the cut off but charge a $50 late registration fee for the additional work that late registration causes. Heather Gillenwater made a motion to accept this proposal. Taylor Cole second the motion. All were in favor; no objections were made.

Kathy requested assistance in getting the break food for and to the conference. The food will be ordered and paid for online, and Heather Gillenwater will pick up the order.

1. Early Career – no chair - Kathy Anderson reported she reached out to Marshall, University of Charleston, and West Viginia State offering student scholarships for the conference. She has not heard back from any of the schools. If she doesn’t hear anything back by Monday, Kathy will send a follow-up email. Kelli reached out to a contact at Marshall and was informed that the information has been received and is being considered.
2. CGFM- Heather Gillenwater – Corey still has 5 people in the Book 3 study group. The wrap-up date is now November 7th. Heather expects to start the Book 1 study group on January 8th. More information will be available near the end of the year/beginning of the next calendar year.
3. Community Service – Beth Farley & Kathy Anderson – For the fall conference on site donations will be collected for the Shriners Children Hospital and the Putnam County Animal Shelter.

The board plans to volunteer at some local nursing homes around December. It is anticipated that this will be a monthly activity.

1. Communications & Social Media – Taylor Cole – Information will go out about community services once she receives the informational flyer. Taylor will also send out an appointment to everyone who is registered with additional/reminder information about parking, lunch, etc.
2. Accountability –Marie Long – CCR will be coming soon. Marie will be reaching out for information and feedback.
3. Website – Jamie Chambers – online registration went out on the last days of early board registration. National has the problem fixed now. We had four people registered online before the site went down, we still have four online registrations. The link has been tested by a couple of the board members to verify the site is still working.
4. Newsletter – no chair and no report – Betsy is currently work on pulling together information for the newsletter.

Old Business

1. AGA Equipment was delivered to Kathy Anderson

New Business

1. Conferences i/o – the board discussed who/what position would be the best to take responsibility for conferences i/o. Since the program is very much education related it was agreed that the education chair would be the best to take responsibility for the program. Kathy Anderson has already started learning about the program and it’s functions. Heather Gillenwater will be her backup.

Next Meeting

The next meeting will be virtually on November 15th at 12:00 pm.

Kathy made the motion to adjourn. Taylor seconded the motion.

Meeting adjourned at 12:54PM.