



**2018-2019 Meeting of the Chapter Executive Committee
July 12, 2018 11:30 am. Grimes Building B-50.
Minutes**

Attendance: Kim Knight, Kaylynn Short, Brenda Nye, Kim Ashmore, Minka Lisinovic, Rich Schoeppner, Janice Evans, Marilyn Hanson, Lisa Dooly, Tracie Kirkpatrick, Pam Sullivan, Denise Ragias.

Chapter President Kim K opened the meeting.

1. Approve minutes, 6/5/18 CEC 2018-2019 Planning Meeting; 6/7/18 Final CEC meeting of 2017-2018 year: Distributed prior to meeting. Marilyn moved to approve. Janice seconded. Motion approved.
2. Treasurer's report, 6/30/18: Distributed prior to meeting. The report shows a total asset balance of \$8,860.99. Kim K reported there were three unauthorized transactions on the June 30 bank statement. The unauthorized transactions totaling \$146.20 were included in the Treasurer's report. Wells Fargo has been contacted and the charges will be reversed. The bank card that was compromised has been canceled. Kim K suggested the Treasurer's report for 6/30/18 be adjusted to reduce expenditures by \$146.20 and record a deposit in transit. Brenda noted that on the schedule of webinars, \$750 of the Spring Conference speaker fees were included in the Fall Conference expenditures. There were no speaker fees for the Fall Conference. Brenda moved to approve the 6/30/18 Treasurer's report as modified by the deposit in transit and adjusted webinar schedule. Marilyn seconded. Motion approved.

Kim K noted that Deb Schroeder was the backup authorized signer on the checking account. Deb S will be taken off now that she is not on the CEC, and a decision needs to be made on who should be added as backup to Minka.

3. IRS Form – 990-N for tax year ending June 30, 2018 – Due 11/15: Deb S has completed these in past. The President or Past President will fill out in future. A 1099 may need to be completed for the speaker at the Spring Conference.
4. Review draft of 2018-2019 Budget – Based on FY2018 actuals – There will be no fall seminar – Separate line for Insurance – Separate line for seminar revenues/expenses from other training:
 - The following edits were discussed and agreed upon:
 - i. Increase Webinar Revenue to \$3,320 by charging for the webinar offered with the April Conference.
 - ii. Reduce Spring Conference Expenses to \$7,045 (reduction in revenue for number of estimated conference attendees by 12 would also lower meal expenditures).
 - iii. Reduce National PDT expenditure to \$1,700. Plan for only one person to attend.
 - iv. Change name of 'Scholarship' expenditure line to 'CGFM Scholarship' to clarify.
 - v. Reduce Member Incentives expenditures to \$175 to eliminate \$50 for president plaque.
 - vi. Place the Insurance expenditures in a separate line (currently included in the Conference Expenses line).
 - Denise moved to approve the 2018-2019 Budget with the agreed upon adjustments. Rich seconded. Motion approved.

5. 2018-2019 Chapter Plan – Due July 1: Kim K reported the Chapter Plan was submitted to National on June 19.
6. 2017-2018 Annual Review – due by Sept 30:
 - Rosemary Johnson will perform.
 - Need to gather revenue/expense support, bank statements, report of attendance at events, etc. to provide to Rosemary soon. Kim K will coordinate with Rosemary. Minka will provide support documentation to Rosemary.
7. Historian Report – due by Sept 30: Janice working on.
8. Citizen Centric Report – due by Sept 30: Rich will be working on and requests pictures.
9. Lunch /n Learns, Webinars, Seminar: AGA National 2018-2019 webinar dates and topics, including pricing information distributed prior to meeting.
 - Discussion regarding which webinars to purchase. Denise moved to purchase ten webinars (all webinars offered except 12/5/18 Internal Control and 4/24/19 DATA Act). Minka seconded. Motion approved.
 - Minka will proceed with purchasing the webinars. Denise volunteered to be the 'Site Coordinator' for the AGA webinars (contact with National for webinar registrations and call-in instructions).
 - Will need to develop a Site Coordinator schedule for running the computers the day of event.
 - Kim K ordered items to hand out at the welcoming table at events.
 - Marilyn volunteered to staff the welcome table/greet participants at the July 18 NASACT webinar. A welcome table/greeter schedule for the remaining events will be established at the August CEC meeting.
 - Tentative agreement was made to offer the Spring Seminar on Thursday, April 11. Janice will check the calendar for potential conflicts.
10. Eventbrite Access: The following have access: Denise, Lisa, Deb S, Brenda, Tracie, Bridgett, Minka, Kaylynn, Pam, Kim K.
 - Pam, Deb S and Kim met to learn how to schedule events.
 - Minka will be responsible for marking pay by check attendees paid in Eventbrite. Deb S has offered to train on this process.
 - There are 2 distribution lists under contacts – one called 'Current Members' and one called 'Invitation Contact List'. These lists are independent of each other and need to be manually updated. Decision made to not maintain 'Current Members' list/can be deleted.
 - New members need to be added to the 'Invitation Contact List' (list used to send out event invitations). Tracie volunteered to be responsible for adding new members to the 'Invitation Contact List'. She will also notify Angie for Newsletter distribution.
11. PO Box Update: Kim K, Kaylynn and Lisa now are authorized to make changes on the PO Box. Kim K and Kaylynn have keys.
12. Status of progress on developing short survey to members: Tracie reported that she is working on. When completed, she will send to the CEC for review.
13. PDT – Orlando: Kim K will purchase an item for the National Community Service Fund (NCSF) for \$50 or less as per the budget to take to PDT.

14. PDT – New Orleans 2019:

- There is a \$200 discount off of the \$900 registration fee (mail/email rate) for attendees who register at the Orlando PDT. Kaylynn will be attending the Orlando and New Orleans PDTs. Typically, the treasurer registers the attendee via the online process and pays directly in the spring. This would require Kaylynn to purchase the registration and get reimbursed when she returns from Orlando. If Kaylynn were unable to attend, registration is non-transferable; however, we can substitute another member and we would owe the \$200 discount.
- Brenda moved for Kaylynn to register for the New Orleans 2019 PDT, with the discount, and to reimburse her upon return. Denise seconded. Motion approved.

15. CEC Member reports:

- Pam, CGFM, Professional Certification: Pam has been working with Eventbrite.
- Brenda, Immediate Past President: Brenda has AGA merchandise (magnets and pendant) to pass on.
- Marilyn, Chapter Recognition: Marilyn reported that the DM Chapter achieved the Platinum status for points, for the 2017-2018 year.
- Lisa, Education: Lisa will work on speakers for the Lunch 'n Learns and Conference, now that dates have been set.

16. CEC meeting location/dates: Meeting notices have been emailed. Calendar 2018 meetings will be in the Hoover Building from 11:30 to 12:30. A conference line has been reserved through National. The next meeting is Thursday, August 2 and due to flooding in Hoover Building, might need to be in the Grimes Building. Denise will reserve Grime B-50.

17. Other. Electronic Voting: The CEC (2017-2018 CEC) voted by email to approve two refund requests. Request by Lisa Swanepoel for the April 11, 2018 webinar, \$32. Request by Kim Ashmore for the May 16, 2018 webinar, \$20.

Meeting adjourned.

Minutes submitted by Kim Ashmore.

Please also note: The Chapter will be collecting cash and check donations for the Alzheimer's Association at the July webinar. The CEC and all Chapter members are invited to participate in the August 25, 2018 Walk to End Alzheimer's. Registration information for the Walk is available on the Chapter website.



**2018-2019 Meeting of the Chapter Executive Committee
August 2, 2018 11:30 am. Grimes Building B-50.
Minutes**

Attendance: Kim Knight, Kaylynn Short, Kim Ashmore, Minka Lisinovic, Janice Evans, Marilyn Hanson, Angie James, Lisa Dooly, Tracie Kirkpatrick, Pam Sullivan, Denise Ragias.

Chapter President Kim K opened the meeting.

1. Approve minutes, 7/12/18 CEC Meeting; 7/18/18 NASACT Webinar: Distributed prior to meeting. Denise moved to approve. Marilyn seconded. Motion approved.
2. Treasurer's report, 7/31/18: Distributed prior to meeting. The report shows a total asset balance of \$9,037.32. Angie moved to approve the 7/31/18 Treasurer's report. Tracie seconded. Motion approved.
3. Treasurer – back up check signer: Angie James has agreed to be the back-up check signer to Minka Lisinovic. It was also agreed that a back-up debit card was needed. Denise Ragias moved to remove Deb Schroeder from the bank account and add Angie James as back-up check signer and debit card holder. Janice Evans seconded. Motion approved.
4. FY2018 records have been provided to Rosemary Johnson for her to look over our financials. Requested by 8/31.
5. Chapter points goal for 2018-2019 to achieve platinum: 19,501 – same as FY2018 per recommendation from National.
6. Reports/filings to be completed:
 - IRS Form – 990-N for tax year ending June 30, 2018 – Due 11/15
 - Historian Report – due by Sept 30 – Janice
 - Citizen Centric Report – due by Sept 30 – Rich
 - Annual Review – due by Sept 30
7. Lunch 'n Learns, Webinars, Seminar:
 - Consider purchasing NASACT September 13 webinar – GAO's 2018 Government Auditing Standards; Major Changes and Implementation Issues. Cost is \$299. AOS reports would send 2-4 people. Discussion. Decision not to purchase.
 - Sign-in Sheets – Pam will prepare and email the CEC before each event so the site coordinator can print and bring to the event.
 - Site Coordinator Sign-up (individual will get free webinar registration). Angie, Denise, and Janice will work out schedule for events in the Grimes Building. For the September 12 webinar in the Lucas Building, Kim will contact the Auditor's office to see if they can supply a laptop.
 - Welcome Table Greeter volunteers. CEC members will sign up as dates get closer.

8. Policies: Record Retention – how many years, Travel – how did it work? Discussion regarding length of time to retain records. Denise suggested following National policy. Janice will research National policy and report back. Discussion regarding current Travel Policy and complications with following. Marilyn moved to readdress Travel Policy. Lisa seconded. Motion approved. Lisa volunteered to research the National policy and form for consideration at next meeting.
9. PDT – New Orleans 2019 – Kaylynn purchased registration as approved by CEC in the 7/12 minutes: Minka brought a check to reimburse Kaylynn for the registration fee. Kaylynn has prepared a travel report for the PDT trip. Kim K will review and approve and then Minka can reimburse her for those expenses.
10. Membership Survey - Tracie: Tracie reported that there have been 33 responses to date. She will print and share all responses when survey has completed (3 days left to respond).
11. CEC Member reports:
 - Pam, CGFM, Professional Certification: DAS Finance has an event with DMACC students in October. Suggestion that it would be a good opportunity to introduce them to AGA. Tracie will research with National the types of memberships available for students and professors. Pam also encouraged the CEC to present at a Financial Managers meeting in the near future.
 - Marilyn, Chapter Recognition: National has not released the tracking sheet for the current year yet.
 - Kim A, Community Service: \$272 was donated by members in July for the Alzheimer's Association. The Chapter match was \$100 for a total of \$372. A match on the total was requested from National. The charity for September and October will be AHeinz57 Pet Rescue and Transport. In addition to monetary donations, there is a list on the Chapter website of items to donate (paper towels, newspapers, blankets, etc). The Chapter is participating in the Walk to End Alzheimer's on August 25. Kim K reminded CEC members if they would like a team t-shirt to let her know and she will email the information.
 - Lisa, Education: Lisa has lined up speakers for the Lunch 'n Learns for September through November. A member of the Auditor's office will speak on Recent Frauds in September. Brian Bradour, DAS-SAE, will speak in October on Income Offsets. Scott Lockwood with the Department of Revenue will speak in November on Detecting Fraud on Tax Returns. Lisa is also working on setting up speakers for the Spring Seminar.
 - Angie, Communications: August 15 is the deadline for submitting information for the next newsletter.
12. CEC meeting location/dates: The next meeting is September 5. Meeting notices have been sent.

Meeting adjourned.

Minutes submitted by Kim Ashmore.



**2018-2019 Meeting of the Chapter Executive Committee
September 5, 2018 11:30 am. Hoover Building A-Level, Room 4
Minutes**

Attendance: Kim Knight, Kaylynn Short, Brenda Nye, Kim Ashmore, Minka Lisinovic, Rich Schoeppner, Marilyn Hanson, Angie James.

Chapter President Kim K opened the meeting.

1. Approve minutes, 8/2/18 CEC Meeting: Distributed prior to meeting. Marilyn moved to approve. Angie seconded. Motion approved.
2. Treasurer's report, 6/30/18 revised and 8/31/18: A revised Treasurer's report for the year ending 6/30/18 was distributed prior to the meeting. The report was amended to include two checks that were written in June but had not cleared the bank yet. The revised report shows a total asset balance of \$8,857.19. Marilyn moved to approve the 6/30/18 Treasurer's report. Rich seconded. Motion approved. The Treasurer's report for 8/31/18 was also distributed prior to the meeting. The report shows a total asset balance of \$5,965.67. Rich moved to approve the 8/31/18 Treasurer's report. Marilyn seconded. Motion approved.
3. Treasurer – back up check signer: Minka left a message with Wells Fargo, regarding adding Angie James as backup signor and getting a backup debit card. See minutes from last CEC meeting.
4. Reports/filings to be completed:
 - IRS Form – 990-N for tax year ending June 30, 2018 – Due 11/15. Kim K will follow up on.
 - Historian Report – due by Sept 30 – Janice.
 - Citizen Centric Report – due by Sept 30 – Rich. Rich will start working on next week.
 - Annual Review – due by Sept 30. Rosemary completed the review on 8/31. She provided a statement that the financial records appear to be reasonable and properly supported. She did find that two checks written in June were not included in the FY18 financial statements. The statements were modified and reapproved, see #2 above.
5. Lunch 'n Learns, Webinars, Seminar:
 - Sept 12 lunch 'n learn/webinar: Lucas Bldg 2nd Floor AOS training room:
 - i. Dana Davis, receptionist, will have the training room key – room is reserved from 11:00 to 3:30.
 - ii. AOS is providing the laptop and projector; Jake Lloyd, IT Division will help us get everything set up and we should email the webinar link to him. Marilyn volunteered to run the computer during the webinar.
 - iii. Kim K will bring a couple of signs to hang on the wall outside of the elevators to direct people to the conference room.
 - iv. Kim K will verify that Pam will bring sign-in sheets for lunch 'n learn and webinar.
 - v. Brenda volunteered to be the greeter at the registration table.
 - vi. The website needs updated to reflect the lunch 'n learn time.

- Consider purchasing NASACT October 17 webinar (1:00 – 2:25; 1.5 CPE) – Managing the Multigenerational Mix. Cost is \$299. AOS won't send anyone. Discussion and decision made to pass on this opportunity.

6. Policies:

- Travel – A motion was approved last month to readdress the travel policy. Travel policies and forms were distributed prior to the meeting, for review. Discussion. Decision to table until next meeting to give further time for members to review.
- Record Retention –

The Following was in the [AGA Chapter Leadership Handbook 2018-2019](#)

Records Retention

Throughout each year, chapter officers often accumulate a considerable amount of correspondence and other material. Prior to the conclusion of the chapter year, each outgoing and incoming officer should jointly review the files to retain materials of future or permanent value. Ideally, the CEC should approve a retention schedule for financial and similar records of a semi-permanent nature. In general, the records that should be maintained on a long-term basis include:

- Membership records
- Chapter minutes
- Chapter policy book
- Chapter financial records
- List of chapter officers
- Chapter recognition reports
- Education program materials (see NASBA requirements for more details)
- Annual chapter history

- Archival Storage – The access expires each year on June 30. Contact Louise Burnette to re-establish access each year. The following access has been established for FY2018-2019:
 - i. View, Add, Delete – Kim K, Kaylynn, Brenda, Kim A
 - ii. View, Add – Janice, Denise, Tracie, Pam, Minka, Bridgett, Rich, Angie, Marilyn, Lisa
 - iii. View Only – None
 - iv. CEC members should go ahead and add items to storage now.

7. Emails from Eventbrite when people “contact the organizer” and Eventbrite monthly invoice (Denise, Kim K, Kaylynn, Minka, Bridgett, Lisa, Patricia, Deb S): Who handles these items: Monthly Invoice – Bridgett; Questions from registrants via the “contact the organizer” button – Kim K will respond.

8. Website – Check out the new look! Do we want to add bios/photos of CEC members?

9. Articles of Incorporation – save to archival storage? Denise and Janice absent; discuss at next meeting.

10. Membership Survey Results/Communicate to Members: Tracie absent; discuss at next meeting.

11. E-professor registration: Tracie absent; discuss at next meeting.

12. Chapter Points: Marilyn will provide an update after 9/30/18 quarter end. A reminder to let her know when reports are filed and if communicate with National as we get points for that.

13. CEC Member reports:

- Janice, Chapter Historian, per Kim K: Janice notified Kim K that we have two CGFM shirts. Discussion. Decision to donate to auction at next National PDT. Kaylynn will take with her.
- Lisa, Education, per Kim K: Noah's has been reserved for the Spring Seminar. Lisa is working on speakers for the event and has a request in to National for the President to attend.
- Kim A, Community Service: An additional \$685 was received from DM Chapter AGA Members for the Walk to End Alzheimer's. Several members participated in the Walk on August 25. National

matched 50% of the additional donations which brings the total contribution to the Alzheimer's Association to \$1,771.50. The Charity for September and October is AHeinz57 Pet Rescue & Transport. Cash donations will be collected and there is a list of other items to donate on the Chapter website. AHeinz57 has recently been requesting pet food donations.

14. CEC meeting location/dates: The next meeting is Thursday, October 4 in the Hoover Building. Meeting notices have been sent.

Meeting adjourned.

Minutes submitted by Kim Ashmore.



**2018-2019 Meeting of the Chapter Executive Committee
October 4, 2018 11:30 am. Hoover Building A-Level, Room 8
Minutes**

Attendance: Kim Knight, Kaylynn Short, Kim Ashmore, Minka Lisinovic, Rich Schoeppner, Marilyn Hanson, Angie James, Tracie Kirkpatrick, Pam Sullivan.

Chapter President Kim K opened the meeting.

1. Approve minutes, 9/05/18 CEC Meeting and 9/12/18 Chapter Meeting: Distributed prior to meeting. Marilyn moved to approve. Rich seconded. Motion approved.
2. Treasurer's report, 9/30/18: The report was distributed prior to the meeting. The report shows a total asset balance of \$5,388.59. Marilyn moved to approve. Rich seconded. Motion approved.
3. Treasurer – back up check signer: Angie James has been added as an authorized signor, as a backup.
4. Reports/filings to be completed:
 - IRS Form – 990-N for tax year ending June 30, 2018 – Deb Schroeder filed 9/7/18. Deb has volunteered to continue filing the 990-N in future years. The CEC discussed and agreed that Deb should continue to file, with input and approval from the CEC prior to filing each year.
 - Historian Report – due by Sept 30 – Janice filed by due date and copied the CEC.
 - Citizen Centric Report – due by Sept 30 – Rich filed 9/27/18.
5. Lunch 'n Learns, Webinars, Seminar. October 10 lunch 'n learn/webinar: Grimes Bldg B100:
 - Room monitor/computer – Angie has volunteered to run.
 - Sign-in sheets for lunch and webinar – Pam will bring.
 - Tracie volunteered to be the greeter at the registration table.
6. Policies:
 - Travel – A motion was approved last month to readdress the travel policy. National travel policy and form distributed prior to the meeting.
 - i. No travel reimbursement form with current policy
 - ii. Options are (1) follow the national policy, (2) follow the state policy, (3) keep the policy as is.
 - iii. Discussion. Marilyn moved to keep the current policy except the 3rd bullet. Replace the 3rd bullet with: the Chapter will use the AGA National travel policy and form for travel reimbursement. Pam seconded. Motion approved.
 - iv. Kim K will revise the current policy and send out to CEC.
 - Record Retention – Volunteer to develop a basic policy including the archival storage? Discussion. Decision to wait until later in the year to address.
 - Archival Storage – Kim K asked the CEC to add documents to the storage site available on the National website. There are not folders in the storage system. Use naming conventions that easily identify your files for retrieval in the future.

7. Website: Denise has updated and added several photos.
8. Articles of Incorporation – save to archival storage? Denise and Janice absent; discuss at next meeting.
9. Membership Survey Results/Communicate to Members: Tracie distributed the results of the survey to CEC members. CEC members will review and discuss at next meeting. Marilyn noted we get points if we summarize and communicate results to National.
10. E-professor registration: Pam has a group of DMACC accounting students visiting DAS on Oct 26. Tracie will put together some information on AGA to present to the students and professor. This will include information on the free AGA e-registration for students and professors. Kim K will look for brochures to distribute.
11. CEC Member reports:
 - Angie, Communications: Information due to Angie by Oct 12 for the next newsletter. Angie is looking at featuring a member.
 - Pam, CGFM/Professional Certification: CPE Certificates for the September meeting have been distributed. Deb Schroeder helped Pam complete with Google mail merge. The Google mail merge program available only allows for 20 Certificates/emails at a time. Pam will inquire with OCIO if there is any interest/need for upgrading to an expanded version.
 - Marilyn, Chapter Recognition: 1st Quarter points have been entered. We received extra points for submitting our Chapter Plan early.
 - Kim A, Community Service: The Chapter will continue to collect donations for AHeinz57 Pet Rescue & Transport in October.
12. CEC meeting location/dates: The next meeting is Thursday, Nov 8 in the Hoover Building. Meeting notices have been sent.

Meeting adjourned.

Minutes submitted by Kim Ashmore.



**2018-2019 Meeting of the Chapter Executive Committee
November 8, 2018 11:30 am. Hoover Building A-Level, Room 8
Minutes**

Attendance: Kim Knight, Kaylynn Short, Brenda Nye, Kim Ashmore, Minka Lisinovic, Rich Schoeppner, Janice Evans, Marilyn Hanson, Lisa Dooly, Tracie Kirkpatrick, Pam Sullivan, Denise Ragias.

Chapter President Kim K opened the meeting.

1. Approve minutes, 10/04/18 CEC Meeting and 10/10/18 Chapter Meeting: Distributed prior to meeting. Marilyn moved to approve. Minka seconded. Motion approved.
2. Treasurer's report, 10/31/18: The report was distributed prior to the meeting. The report shows a total asset balance of \$5,693.17. Rich moved to approve. Marilyn seconded. Motion approved.
3. Lunch 'n Learns, Webinars. November 28 lunch 'n learn/webinar:
 - State Capitol Bldg G15 (Room reserved 10:30 am to 3:30 pm).
 - Tech person will arrive about 11 am to assist.
 - Room monitor/computer – Pam will bring laptop and has volunteered to run.
 - Sign-in sheets for lunch and webinar – Pam will bring.
 - Lisa volunteered to be the greeter at the registration table.
 - The State Capital Bldg G15 room has also been reserved for the January 9 lunch 'n learn/webinar.
4. January CEC Meeting: AGA announced the Financial Systems Summit will be January 10. The CEC agreed to change the previously scheduled CEC meeting to January 17 so that members can attend the Summit (6.5 hours of free CPE are offered via the webinar viewed at desk). A meeting room will be reserved for January 17 and conference line updated.
5. NASACT webinars:
 - NASACT is offering two webinars (\$299 each): January 16, 2019 The Bots are Coming and January 24, 2019 GASB's Preliminary Views on Financial Reporting Model Improvements and soon-to-be-released Implementation Guides.
 - Denise moved to purchase and offer the January 24, 2019 NASACT webinar. Janice seconded. Motion approved.
 - Minka will purchase.
6. Policies:
 - Travel: Denise added the travel policy to the website.
 - Record Retention: Janice will develop a policy, including archival storage.
7. Member of the Year: Janice Evans is Member of the Year. Janice requested that in lieu of a \$25 gift certificate, she receive a free registration for one webinar. Tracie moved to add the option of a free webinar registration in lieu of a gift card, for Member of the Year. Denise seconded. Motion approved. Janice will let Pam know which webinar she would like to use her free registration, so that Eventbrite can be updated.

8. Website – bios/photos of CEC members: Discussion. Denise will work with Angie to add the Member Spotlight (included in the newsletter) to the website.
9. Facebook: The Chapter has a Facebook and Twitter account, set up previously by Deb Schroeder. Discussion regarding whether or not to keep and who would update. Decision made to close accounts due to lack of use. Kim K will contact Deb.
10. Articles of Incorporation: Kim K will save the files that National sent to us, to the Chapter's archival storage.
11. Membership Survey Results/Communicate to Members and National: Tracie will summarize the responses and send out to the CEC. The CEC will decide at next meeting how to communicate the results.
12. CEC Member Reports:
 - Minka, Treasurer: Minka will be out for two weeks. Angie is backup for the checking account. Minka will leave the check book with Kim K during her absence. She will purchase the NASACT webinar before leaving.
 - Kim A, Community Service: The Chapter collected \$242 for AHeinz57 Pet Rescue and Transport, plus \$100 Chapter match. A match on the total \$342 was requested from National. The monetary and other donations were delivered in October. The charity for November and December is Youth Emergency Services and Shelter (YESS).
 - Pam, CGFM/Professional Certification: Pam and other DAS Financial Managers met with DMACC students in October. She provided information on AGA to the students and invited them to attend a lunch 'n learn/webinar. Email invitations to the November lunch n'learn/webinar have been sent out. Reminders will be sent.
 - Kim K, President: Speakers have been lined up for the Spring Seminar. David Vaudt, GASB Chairman will speak. Kim Hanson, DAS, will also present. Lisa will have a Seminar fee structure for the CEC to review at next meeting. Deb Schroeder notified Kim that the Regional SLMR is tentatively scheduled for January 12. Both Kim and Kaylynn have conflicts that weekend but would consider going if held a different weekend. Kim will let Deb know.
13. CEC meeting location/dates: The next meeting is Thursday, Dec 6 in the Hoover Building. Meeting notices have been sent.
14. Electronic voting: The CEC voted by email to refund a member \$20 for a duplicate registration on the Oct 10 webinar. 13 votes yes. 0 votes no. Bridgett Wood notified the CEC that the registration fee had been refunded.

Meeting adjourned.

Minutes submitted by Kim Ashmore.



**2018-2019 Meeting of the Chapter Executive Committee
December 6, 2018 11:30 am. Hoover Building A-Level, Room 8
Minutes**

Attendance: Kim Knight, Kaylynn Short, Kim Ashmore, Minka Lisinovic, Janice Evans, Marilyn Hanson, Angie James, Lisa Dooly, Tracie Kirkpatrick, Pam Sullivan, Denise Ragias.

Chapter President Kim K opened the meeting.

1. Approve minutes, 11/08/18 CEC Meeting and 11/28/18 Chapter Meeting: Distributed prior to meeting. Janice moved to approve. Marilyn seconded. Motion approved.
2. Treasurer's report, 11/30/18: The report was distributed prior to the meeting. The report shows a total asset balance of \$5,764.36. Denise moved to approve. Janice seconded. Motion approved.
3. Lunch 'n Learns, Webinars:
 - Good feedback on the Capitol location.
 - January 9, 2019 Lunch 'n Learn/Webinar: State Capital Bldg G15 (Room reserved 10:30 am to 3:30 pm). Tech person will arrive about 11 am to assist.
 - Room monitor/computer – Pam will bring laptop and has volunteered to run. Kim K will bring speakers.
 - Sign-in sheets for lunch and webinar – Pam will bring.
 - Kim A volunteered to be the greeter at the registration table.
 - January 24, 2019 NASACT Webinar: Grimes Bldg, Room B100.
 - Kim K will be on vacation. Denise volunteered to do opening remarks.
 - Room monitor/computer – Angie will run.
 - Sign-in sheets for webinar – Pam will bring.
 - Denise volunteered to be the greeter at the registration table.
4. Spring Conference Update: Lisa provided several updates:
 - All speakers have been confirmed including John Lynskey, AGA National President; David Vaudt, GASB Chairman; Kim Hanson, DAS-HRE; and Janet Phipps, DAS Director.
 - CPE has been increased to 8 hours with the time frame of 8:00 am to 4:25 pm.
 - Open registration will begin approximately the 1st Monday in February (2/4/19) and the suggested Early-Bird cutoff date is 3/6/19 (five weeks prior to conference).
 - The suggested pricing, considering the increase in CPE offered is:
 - Webinar Wednesday, April 10, 2019: included with conference fee if attend conference. Otherwise, \$20 member, \$32 nonmember.
 - Conference Thursday, April 11, 2019: Early-Bird member \$115, nonmember \$150. Regular (past Early-Bird date): member \$140, nonmember \$175.
 - Noah's is the event venue. Lisa is working with the same caterer as last year, to establish the menu.
 - The CEC is invited to have dinner on April 10 with the speakers. Location to be determined.
 - Lisa moved to establish the CPE and pricing for the conference, as noted above. Denise seconded. Motion approved.
 - A flyer, for the conference, will be developed.
5. Lunch 'n Learn speaker updates: Lisa provided updates:
 - The January 9, 2019 speaker will be Karen Austin, Deputy Treasurer, TOS. The topic will be Overview of State Treasury Activities.

- The February 6, 2019 speaker will be Marketa Oliver, City Administrator for the City of Bondurant. The topic will be Local Government Finance.
 - Lisa has requests out to other potential speakers.
6. Policies:
 - Record Retention: No updates per Janice.
 7. Facebook and Twitter: Kim K has notified Deb Schroeder to shut down the Chapter accounts. She will follow up. Denise has removed references from website. Angie will remove from future newsletters.
 8. Membership Survey Results/Communicate to Members and National:
 - Tracie has communicated the results with Louise Burnette, National AGA Chapter Service Manager.
 - Denise will post the results on the Chapter website. Angie will provide a link to the results in the next newsletter.
 9. 2019-2020 slate of CEC officers: Kaylynn has contacted the current CEC members to see if they plan to return next year. A list of open positions will be developed and announced at the next Chapter meetings and in the next newsletter.
 10. Newsletter articles are due to Angie by December 14.
 11. National is working on a registration system to be launched in approximately Feb/Mar.
 12. SLMR – Saturday, February 9 in Kansas City (Four Points by Sheraton Hotel by the airport): Kaylynn is available to go.
 13. National Council of Chapter (NCC) - One member per chapter:
 - There will be two virtual meetings and two in-person meetings (LEAD and PDT). LEAD is April 25 to April 27 in Kansas City. PDT is July 21 to 24 in New Orleans.
 - National encouraged the NCC member be the Chapter Past-President. The position is a one year term which can be renewed twice (maximum term three years). A two year break is then required.
 - More information is needed regarding what travel costs National will pick up.
 - Per an email received from National, the Chapter must make a decision who will serve on the NCC by January 25. The CEC will need to decide at the next CEC meeting.
 14. LEAD 2019 (formerly SLM) – April 25 to April 27, 2019:
 - Three are able to attend. The NCC representative, the incoming president, and one other are preferred.
 15. CEC Member Reports:
 - Tracie, Membership: We currently have 70 active members, including six new in 2018-2019. Two recently signed up in November.
 - Marilyn, Recognition: December 31 is the next report of points, due to National.
 - Kim A, Community Service: The Chapter collected \$225 for Youth Emergency Services and Shelter, plus \$100 Chapter match. A match on the total \$325 was requested from National. The charity for January and February is Food Bank of Iowa.
 16. CEC meeting location/dates: The next meeting is Thursday, January 17. Meeting notices have been sent.

Meeting adjourned.

Minutes submitted by Kim Ashmore.



**2018-2019 Meeting of the Chapter Executive Committee
January 17, 2019 11:30 am. Hoover Building A-Level, Room 8
Minutes**

Attendance: Kim Knight, Kaylynn Short, Kim Ashmore, Minka Lisinovic, Rich Shoepner, Janice Evans, Marilyn Hanson, Angie James, Lisa Dooly, Tracie Kirkpatrick, Pam Sullivan, Denise Ragias.

Chapter President Kim K opened the meeting.

1. Approve minutes, 12/06/18 CEC Meeting: Distributed prior to meeting. Marilyn moved to approve. Denise seconded. Motion approved.
2. Treasurer's report, 12/31/18: The report was distributed prior to the meeting. The report shows a total asset balance of \$5,836.44. Pam moved to approve. Marilyn seconded. Motion approved.
3. Lunch 'n Learns, Webinars:
 - Jan 24, 2019 NASACT Webinar: Grimes Bldg, Room B100.
 - Kim K will be on vacation. Denise volunteered to do opening remarks.
 - Room monitor/computer – Angie will run. She has been given a free webinar registration for this responsibility.
 - Sign-in sheets for webinar – Pam will email sheets to Denise and Angie.
 - Denise volunteered to be the greeter at the registration table.
 - Feb 6, 2019 Lunch 'n Learn and Webinar: Grimes Bldg, Room B100.
 - Room monitor/computer – Angie will run. She has been given a free webinar registration for this responsibility.
 - Sign-in sheets for webinar – Pam will bring.
 - Lisa volunteered to be the greeter at the registration table.
 - Kaylynn is backup for opening remarks if Kim K is delayed returning from vacation.
 - Lisa will get speaker bios to Pam and Kim K by Jan 25.
 - The Mar 27 Webinar will be moved to room B50 due to scheduling conflict in B100. Denise will update the website.
4. National Council of Chapters (NCC) – One member per chapter:
 - Three documents provided by National distributed prior to meeting.
 - The NCC representative for FY2019-2020 must be voted on by the CEC by Jan 25. National encouraged the NCC member be the Chapter Past-President. For FY2019-2020 (1st year of NCC), this would be Kim K, for FY2020-2021, this would be Kaylynn. The position is a one year term which can be renewed twice (maximum term three years). A two year break is then required.
 - There will be two virtual meetings and two in-person meetings (LEAD and PDT). LEAD is Apr 25 to Apr 27 in Kansas City. PDT is Jul 21 to 24 in New Orleans.
 - Janice moved that the NCC representative be the Chapter Past-President, unless that person is unable or unwilling, then the CEC would pick and vote on the NCC representative. Rich seconded. Motion approved.
 - Kim K will be the NCC Rep for 2019-20. Kaylynn will be the NCC Rep for 2020-21.
5. Spring Conference Update (Apr 11): Lisa provided updates:
 - We are using the same caterer as last year; Lisa is working with them on the menu.
 - Lisa will reach out to the Auditor's office to get an estimate of numbers sending.

6. Lunch n' Learn speaker update:
 - Feb 6 – Marketa Oliver, City Administrator, City of Bondurant, will present.
 - Mar 6 – Karen Austin, Deputy Treasurer, Treasurer of State, will present.
 - May 15 – Jeff Franklin, Interim Director, Office of the Chief Information Officer (OCIO) is scheduled to speak.
7. Policies:
 - Record Retention: No updates per Janice.
8. Facebook and Twitter: Deb Schroeder notified Kim K on 12/10 that both Facebook and Twitter accounts have been deactivated.
9. 2019-2020 slate of CEC officers: Kaylynn has contacted several people regarding open positions and is waiting back on some responses. Discussion regarding possibly combining some positions.
10. National is working on a registration system to be launched in approximately Feb/Mar.
11. SLMR – Sat, Feb 9 in Kansas City (Four Points by Sheraton Hotel by the airport):
 - Kaylynn is available to go.
 - National will cover expenses for one. The Chapter covers the \$25 registration fee.
 - Minka will process a check payable to “Mid-MO AGA” for the \$25 registration fee.
12. LEAD 2019 (formerly SLM) – Apr 25 to Apr 27, 2019:
 - Three are able to attend at National expense. The NCC representative, the incoming president, and one other are preferred.
 - NCC Representative Kim K (see #4), and Incoming President Kaylynn will attend.
 - CEC members should let Kaylynn know if interested in going, and Kaylynn will inquire of new incoming CEC members.
13. PDT New Orleans:
 - National provides two hotel scholarships. One is for the NCC representative (must attend).
 - Incoming President Kaylynn is registered (took advantage of early discount). She will use the 2nd hotel scholarship.
 - NCC Representative Kim K (see #4) will attend.
 - In addition to covering Kaylynn's travel expense, the Chapter will need to cover travel expense and the registration fee for Kim K.
14. CEC Member Reports:
 - Tracie, Membership: We had one new member in Dec.
 - Angie, Newsletter: Feb 15 is the deadline for the newsletter.
 - Marilyn, Recognition: Chapter points thru Dec were filed with National.
 - Kim A, Community Service: The charity for Jan and Feb is Food Bank of Iowa. In addition to monetary donations, we are also collecting canned foods, including most needed items of dry pasta, cereal, canned soup, toothpaste, and soap.
15. CEC meeting location/dates: The next meeting is Thurs, Feb 7. Meeting notices have been sent.

Meeting adjourned.

Minutes submitted by Kim Ashmore.



**2018-2019 Meeting of the Chapter Executive Committee
February 07, 2019 11:30 am. Hoover Building A-Level, Room 8
Minutes**

Attendance: Kim Knight, Brenda Nye, Kim Ashmore, Minka Lisinovic, Rich Shoepner, Marilyn Hanson, Angie James, Tracie Kirkpatrick, Pam Sullivan.

Chapter President Kim K opened the meeting.

1. Approve minutes, 01/17/19 CEC Meeting and 01/24/19 NASACT Webinar: Distributed prior to meeting. Marilyn moved to approve. Minka seconded. Motion approved.
2. Treasurer's report, 01/31/19: The report was distributed prior to the meeting. The report shows a total asset balance of \$6,403.87. Rich moved to approve. Marilyn seconded. Motion approved.
3. Refund request: One refund request was received for the Feb 6 Webinar due to weather. Marilyn moved to approve the refund. Tracie seconded. Motion approved. Kim K and Pam will sign and send the approved form to Bridgett to process the refund.
4. Lunch 'n Learns, Webinars:
 - Mar 6, 2019 Lunch 'n Learn and Webinar: Grimes Bldg, Room B100.
 - Room monitor/computer – Angie will run. She has been given a free webinar registration for this responsibility.
 - Sign-in sheets for webinar – Pam will bring.
 - Marilyn volunteered to be the greeter at the registration table.
 - Mar 27, 2019 Webinar: Grimes Bldg, Room B50.
 - Room monitor/computer – Angie will run. She has been given a free webinar registration for this responsibility.
 - Sign-in sheets for webinar – Pam will provide.
 - Kim A volunteered to be the greeter at the registration table.
5. Need to reschedule the Mar 28 CEC Meeting:
 - Due to the federal shutdown, the Financial Systems Summit has been rescheduled to Mar 28.
 - Discussion. Decision to move the meeting to Tues, Apr 2. Pam will reschedule the meeting room.
6. March is CGFM month:
 - Discussion and decision to celebrate CGFM month at the Mar 6 Lunch 'n Learn and Webinar.
 - Tracie volunteered to purchase the cupcakes (to be reimbursed by the Chapter).
 - Kim and Minka will review prior year purchases and coordinate the delivery of pizza and soda.
 - Pam has cups to donate. Plates and napkins will be requested with the pizza delivery.
 - Pam will include a notice in the email invitations. The website will also need to be updated.
7. Spring Conference Update (Apr 11):
 - Invitations will go out Feb 15 or the Mon after.
 - Lisa will need to provide information to Pam by Weds Feb 13, in order for invitations to go out then. Kim will coordinate with Lisa.

- Early Bird deadline will be Mar 15 with an overall registration deadline of Mar 31.
8. Lunch 'n Learn speaker updates:
 - No new updates.
 9. Policies:
 - Record retention – Janice – discuss at future meeting.
 10. 2019-2020 slate of CEC officers:
 - Tracie has agreed to stay on as Membership Director. Several people have been contacted regarding possibly filling open positions.
 11. New CEC transition:
 - Kim asked that current CEC members reach out to the individual replacing you and pass along information, procedures, etc.
 12. National working on registration system to be launched approx. Feb/Mar:
 - No update.
 13. LEAD 2019 (formerly SLM) – Apr 25 to Apr 27, 2019:
 - Three are able to attend at National expense. The NCC representative, the incoming president, and one other are preferred.
 - NCC Representative Kim K and Incoming President Kaylynn will attend.
 - CEC members should let Kaylynn know if interested in going, and Kaylynn will inquire of new incoming CEC members.
 14. CEC Member Reports:
 - Tracie, Membership: We had one new member in Jan.
 - Angie, Newsletter: Feb 15 is the deadline for the newsletter.
 - Kim A, Community Service: Chapter members and guests donated \$198 in Jan - Feb to the Iowa Food Bank. The Chapter matched \$100 and a request was submitted to National for \$298, for a total of \$596. The charity for Mar and Apr is Everybody Wins! Iowa.
 15. CEC meeting location/dates: The next meeting is Thurs, Mar 7. Meeting notices have been sent.

Meeting adjourned.

Minutes submitted by Kim Ashmore.



**2018-2019 Meeting of the Chapter Executive Committee
March 07, 2019 11:30 am. Hoover Building A-Level, Room 8
Minutes**

Attendance: Kim Knight, Kaylynn Short, Brenda Nye, Kim Ashmore, Minka Lisinovic, Janice Evans, Marilyn Hanson, Angie James, Lisa Dooly, Tracie Kirkpatrick, Denise Ragias.

Chapter President Kim K opened the meeting.

1. Approve minutes, 02/07/19 CEC Meeting and 02/06/19 Lunch 'n Learn and Webinar: Distributed prior to meeting. Denise moved to approve. Marilyn seconded. Motion approved.
2. Treasurer's report, 02/28/19: The report was distributed prior to the meeting. The report shows a total asset balance of \$8,153.52. Marilyn moved to approve. Lisa seconded. Motion approved.
3. State Farm insurance premium – 4/2/19 to 4/2/20, \$325: Payment is due to continue coverage. The coverage and premium are the same as last year. Janice moved to continue coverage and approve payment. Denise seconded. Motion approved.
4. P. O. Box rental, when do we need to pay?: Minka will check to see when last paid; annual payment should be due soon. Kim K can make payment at Post Office when she picks up mail.
5. Lunch 'n Learns, Webinars:
 - Mar 27, 2019 Webinar: Grimes Bldg, Room B50.
 - Room monitor/computer – Angie will run. She has been given a free webinar registration for this responsibility.
 - Sign-in sheets for webinar – Pam will email Angie.
 - Kim A volunteered to be the greeter at the registration table.
 - Apr 10, 2019 Webinar: Grimes Bldg, Room B100.
 - Room monitor/computer – Angie will run. She has been given a free webinar registration for this responsibility.
 - Sign-in sheets for webinar – Pam will email Angie.
 - Denise and Marilyn volunteered to be the greeters at the registration table.
6. Lunch n' learn speaker materials: Please request that speakers have these to us by the Friday before their presentation – this will allow us to better distribute to members/guests.
7. Spring Conference Update (Apr 11):
 - Lisa sent a draft agenda to all speakers with a request to have their materials to us by 3/31. Lisa will send the draft agenda to the CEC.
 - All materials will be emailed to participants the Friday before the Conference.
 - Volunteers are needed for the Seminar:
 - Greeters/Registration: Denise, Marilyn, Tracie
 - Sound/Microphones: Rich
 - Set-up: Minka, Denise
 - Tear-down: Janice

- Check out: Janice
 - Name Tags: Denise
 - Order brochures/pens from National: Kim K
 - The CEC should bring containers for any leftover food, to clean up.
 - Pam will send out another registration reminder next week.
 - Lisa is to notify the caterer and Noah's a preliminary count of attendees by 3/18.
 - Tracie announced there are twelve individuals who will receive a length of service award at the Awards Ceremony. She will notify those receiving awards ahead of time.
 - On Apr 10, a dinner is scheduled for the CEC with out of town speakers John Lynskey and David Vaudt. Kim K requested CEC members email her by Apr 5 if they can attend. The dinner will be at 6 pm at Latin King.
 - National has requested a meeting be set up with John Lynskey and a group from a college or university. Kaylynn will contact Drake University to try and set up.
8. Lunch 'n Learn speaker updates:
- May 15 – Jeff Franklin, OCIO, State Cybersecurity.
 - June 12 – Joe Lunde, DOM, Revenue Estimating Conference (REC).
9. National's Newsletter and Website competition deadline is April 12:
- Kim K will forward the email to Angie and Denise.
10. Policies:
- Record Retention – Janice had no update.
11. 2019-2020 CEC Officers: Kaylynn has several inquiries out for the remaining open positions, waiting on responses.
- President – Kaylynn Short
 - Immediate Past President – Kim Knight
 - President-Elect/Nominations – Randy Lagerblade
 - National Council of Chapters (NCC) Rep – Kim Knight
 - Secretary – Terri Walker
 - Treasurer – Mihneta Lisinovic
 - Accountability – Kent Farver
 - CGFM/Professional Certification – Pam Sullivan
 - Community Service – _____
 - Early Careers – _____
 - Communications – Angela James
 - Education – _____
 - Membership – Tracie Kirkpatrick
 - Chapter Historian/Bylaws & Procedures – Janice Evans
 - Recognition – Janice Jensen
 - Webmaster – Denise Ragias
12. New CEC transition: Kim K requested that CEC members reach out to the individual replacing them. Pass along information, procedures, etc.
13. National working on registration system: To be launched approximately Feb/Mar. Kim K suggested that we could volunteer for the pilot.
14. LEAD 2019 (formerly SLM) – Apr 25 to Apr 27, 2019:

- Three are able to attend at National expense. The NCC representative, the incoming president, and one other are preferred.
- NCC Representative Kim K, Incoming President Kaylynn, and Incoming President-elect Randy Lagerblade will attend.

15. Volunteer of the Year: Kim K has nominated Pam Sullivan as volunteer of the year.

16. National Awards Nominations are due 3/31/19:

- Information regarding the Chapter Education award, from National, was distributed prior to meeting.
- One crystal award is presented per chapter membership grouping.
- Honors AGA chapters that have done an outstanding job in providing educational programs to its members and other accountability professionals.
- Recognizes chapters that have demonstrated an exceptional commitment providing one or more educational events, which requires significant commitment of time and/or resources.
- Marilyn volunteered to work with Kim K on the application.

17. CEC Member Reports:

- Kim A, Community Service: The charity for Mar and Apr is Everybody Wins! Iowa.
- Kaylynn, President-Elect: Kaylynn attended SLMR on Feb 9. Some ideas she shared with the CEC were to: 1) Use National provided videos on Why to join AGA and Becoming a CGFM. Discussion regarding playing the videos at Spring Conference. Kim K will inquire of National if we can download the videos, for the Conference. 2) Use short surveys after Conferences and/or Lunch 'n Learns and Webinars. Denise and Kaylynn volunteered to work on a survey for the Conference.

18. CEC meeting location/dates: The next meeting is Tues, Apr 2. Meeting notices have been sent.

19. Electronic voting: The CEC voted by email (motion made by Denise, Lisa seconded) to refund a member \$115 for a duplicate registration on the April 10 & 11 Spring Conference. 13 votes yes. 0 votes no.

Meeting adjourned.

Minutes submitted by Kim Ashmore.



**2018-2019 Meeting of the Chapter Executive Committee
April 2, 2019 11:30 am. Hoover Building A-Level, Room 4
Minutes**

Attendance: Kim Knight, Kaylynn Short, Brenda Nye, Kim Ashmore, Minka Lisinovic, Janice Evans, Marilyn Hanson, Angie James, Pam Sullivan, Denise Ragias.

Chapter President Kim K opened the meeting.

1. Approve minutes, 03/07/19 CEC Meeting and 03/06/19 Lunch 'n Learn and Webinar and 03/27/19 Webinar: Distributed prior to meeting. Marilyn moved to approve. Pam seconded. Motion approved. Discussion regarding whether or not code for CPE credit had been sent out for Mar 27 webinar. Pam sent code out on the email with the webinar materials. Decision to not send code out until after the webinars in the future, to verify attendance.
2. Treasurer's report, 03/31/19: Delayed until next meeting.
3. P. O. Box rental: Rental was paid in Mar. Due Mar 31 annually.
4. Lunch 'n Learns, Webinars:
 - Apr 10, 2019 Webinar: Grimes Bldg, Room B100.
 - Need to set up room for 50 (45 participants as of 3/29). Denise and Janice volunteered to set up.
 - Room monitor/computer – Angie will run. She has been given a free webinar registration for this responsibility.
 - Sign-in sheets for webinar – Pam will email Angie and Kim K.
 - Pam will email materials to registrants of the webinar. Kim K has contacted National – Kia Lorr will have materials ready on Apr 4.
 - Denise and Marilyn volunteered to be the greeters at the registration table.
 - Per discussion, CPE for the webinar will be distributed within two weeks. CPE for the Apr 11 Spring Conference, will be distributed within three weeks.
5. Spring Conference Update (Apr 11):
 - Speaker materials were due Mar 31. All materials will be emailed to participants on Mon, Apr 8.
 - Currently 95 registered plus 4 speakers = 99. Lisa to give caterer count.
 - The laptop will be tested with speaker Kim Hanson at Noah's on Weds, Apr 10 at 9 am. Lisa and Kim K or Marilyn will go. Angie will go if able.
 - Volunteers are needed for the Seminar:
 - Greeters/Registration: Denise, Marilyn, Tracie
 - Sound/Microphones and Photography: Rich
 - Laptop coordination during event: Angie
 - Tables reserved for speakers and CEC: Kim K
 - Set-up: Minka, Denise, Kim K, Tracie
 - Tear-down: Janice, Kim K, Tracie
 - Check out: Janice, Lisa, Marilyn

- Name Tags: Denise will print. Kaylynn ordered/has ribbons for AGA members. Denise has ribbons for CGFMs.
 - Brochures/pens from National: Kim K has ordered and received.
 - Printing agenda for at event: Pam will print several handouts. Kim K will print agenda for everyone.
 - Bowls/candy for tables: Lisa
 - Work with caterer and Noah's: Lisa
 - Bring containers/baggies for leftovers: Lisa
 - Marilyn volunteered for helping wherever needed.
 - The gavel will be passed at lunchtime.
 - Tracie will present member length of service awards.
 - On Apr 10, a dinner is scheduled for the CEC with out of town speakers John Lynskey and David Vaudt. Kim K requested CEC members email her by Apr 5 if they can attend. The dinner will be at 6:30 pm at Latin King.
 - Kaylynn and Kim K are going with John Lynskey to Drake after work, on the 10th, to meet with Drake students and faculty.
6. Policies:
- Record Retention – Janice had no update.
7. Eventbrite:
- Kim K reported that events created after Mar 18 on Eventbrite will have sales tax charged on the fee.
8. 2019-2020 CEC Officers:
- President – Kaylynn Short
 - Immediate Past President/NCC Rep – Kim Knight
 - President-Elect/Nominations – Randy Lagerblade
 - Secretary – Terri Walker
 - Treasurer – Mihneta Lisinovic
 - Accountability – Kent Farver
 - CGFM/Professional Certification – Pam Sullivan
 - Community Service – _____
 - Early Careers – Prasanna Bujimalla
 - Communications – Angela James
 - Education – _____
 - Membership – Tracie Kirkpatrick
 - Chapter Historian/Bylaws & Procedures – Janice Evans
 - Recognition – Janice Jensen
 - Webmaster – Denise Ragias
9. New CEC transition: Kim K requested that CEC members reach out to the individual replacing them. Pass along information, procedures, etc.
10. National working on registration system: To be launched soon.
11. Volunteer of the Year: Pam was awarded Volunteer of the Year for the Des Moines Chapter. Congratulations to Pam!
12. National Awards Nominations:
- Kim K submitted the Chapter's nomination for the Chapter Education Award.
 - The award is based on calendar year.

13. Membership Renewal Update:

- Kaylynn provided an update that there are twelve individuals who have not renewed their AGA memberships. Tracie has sent out email reminders.
- May 31 is the last date to renew membership without suspension.
- Request made to Tracie to send another reminder by the end of April and ask for assistance if needed to contact those individuals.

14. CEC Member Reports:

- Angie, Newsletter: The due date for submission of items for the next newsletter is April 19.
- Kim A, Community Service: The charity for Mar and Apr is Everybody Wins! Iowa.
- Marilyn, Recognition: The Chapter has earned enough points to meet our goal for the year.

15. CEC meeting location/dates: The next meeting is Thurs, May 9. Meeting notices have been sent.

16. Electronic voting: The CEC voted by email (motion made by Kim A, Tracie seconded) to approve substituting Brian Bradour for Lisa Dooly at the Mar 27 Cybersecurity webinar. 12 votes yes. 0 votes no, 1 abstain.

Meeting adjourned.

Minutes submitted by Kim Ashmore.



**2018-2019 Meeting of the Chapter Executive Committee
May 9, 2019 11:30 am. Hoover Building A-Level, Room 8
Minutes**

Attendance: Kim Knight, Kaylynn Short, Brenda Nye, Kim Ashmore, Minka Lisinovic, Rich Schoeppner, Janice Evans, Marilyn Hanson, Lisa Dooly, Tracie Kirkpatrick, Pam Sullivan, Denise Ragias.

Chapter President Kim K opened the meeting.

1. Approve minutes, 04/02/19 CEC Meeting, 04/10/19 Webinar, and 04/11/19 Spring Seminar: Distributed prior to meeting. Marilyn moved to approve. Minka seconded. Motion approved.
2. Treasurer's report, 03/31/19 and 04/30/19: Distributed prior to meeting. The 3/31/19 report shows a total asset balance of \$16,669.50. The 4/30/19 report shows a total asset balance of \$14,630.18. Rich moved to approve. Marilyn seconded. Motion approved. Discussion regarding need to revise spreadsheet to make more efficient. Minka has assumed duties for updating spreadsheet and will work on improving for next year.
3. Lunch 'n Learns, Webinars:
 - May 15, 2019 Lunch 'n Learn and Webinar: Grimes Bldg, Room B100.
 - Election of 2019-2020 Officers. Pam will send officer listing with Lunch 'n Learn materials. We will have an official vote to elect the officers.
 - Pam will send another email reminder for the webinar on Monday.
 - Jesse Martinez from OCIO will be the speaker at the Lunch 'n Learn in Jeff Franklin's absence.
 - Room monitor/computer – Janice will run. She will receive a free webinar registration for this responsibility.
 - Sign-in sheets for webinar – Pam will attend and bring the sheets.
 - Lisa volunteered to be the greeter at the registration table.
 - Kim K might not be there; she will work with someone in SAE to cover her duties if she cannot attend.
 - June 12, 2019 Lunch 'n Learn and Webinar: Grimes Bldg, Room B100.
 - Room monitor/computer – Deb Schroeder volunteered to run. She will receive a free webinar registration for this responsibility.
 - Sign-in sheets for webinar – Pam will email Deb and Kim K.
 - Pam will email materials to registrants of the webinar.
 - Kaylynn volunteered to be the greeter at the registration table.
 - Kim A will be gone that day. Kim K will cover the Community Service announcement. Marilyn volunteered to take minutes.
4. Membership: Tracie provided an update. There are seven members that haven't renewed. Four have communicated and confirmed they do not plan to renew. Tracie will reach out once more to the other three.
5. Spring Conference: Discussion regarding thoughts on how Conference went. Overall positive feedback from survey to date. Kim K will share the results of survey next month; the survey closes May 31.

6. LEAD update: Kaylynn reported that the morning was spent in roundtable discussions with other Chapters participants. The afternoon sessions were spent listening to various speakers.
7. NCC update: Kim K reported that the focus was on Inclusiveness (reaching out to all government employees, not just accountants and auditors). There were no updates on the new registration system.
8. Policies:
 - Record Retention – Janice had no update.
 - Chapter Procedure Manual – Kim K advised National has developed a manual template which will be distributed in May. Our last manual update was in 2005, so there is a need to update using the new template. Kim K volunteered to assist with this project next year. She suggested a couple of the retiring CEC members could be asked to help also.
9. NASACT webinar 05/29/19: New 2019-2021 Data Collection Form and FAC Update (1.5 CPE) - \$299 cost. The CEC discussed and declined to purchase and offer.
10. NASACT webinar 07/10/19: GASB Review. \$299 cost. Janice moved to approve. Denise seconded. Motion approved.
11. National Webinar dates/topics for 2019-2020 year: the schedule has been published. The CEC will discuss and decide which ones to offer at the planning session scheduled in June. Planning for the Spring Conference can also begin since the Ethics webinar is scheduled for 04/08/20.
12. Webinar location/dates: Denise has reserved Grimes Building B100 for all of the AGA paid webinars dates in 2019-2020 except April 22, which is B50 (11:00-3:00). She also reserved B100 for the July 10 NASACT webinar (12:30-3:00).
13. AGA Community Service raffle at PDT: Kaylynn has acquired several items from IPTV foundation and purchased other items at the State Capital to take to PDT for the raffle. Janice has two AGA t-shirts to add. Pam has a basket to donate, to place the items in.
14. New CEC transition: Kaylynn scheduled planning meeting at 5:30 pm June 11 at Panera Bread in West Des Moines. Invitations have been sent to incoming CEC members. Pam will reserve the Hoover Building room for CEC meetings, when given the dates for next year's meetings.
15. CEC Member Reports:
 - Marilyn, Recognition: The Chapter has earned enough points to meet our goal for the year.
 - Kim A, Community Service: A total of \$736 was raised for Everybody Wins! Iowa (\$268 from members and guests, \$100 Chapter match, \$368 National match). The charity for May and June is East Side Family, Inc.
16. CEC meeting location/dates: The next meeting is Thurs, June 6. Meeting notices have been sent. Use the new conference call line if calling in.

Meeting adjourned.

Minutes submitted by Kim Ashmore.



**2018-2019 Meeting of the Chapter Executive Committee
June 6, 2019 11:30 am. Hoover Building A-Level, Room 8
Minutes**

Attendance: Kim Knight, Kaylynn Short, Kim Ashmore, Minka Lisinovic, Rich Schoeppner, Marilyn Hanson, Angie James, Lisa Dooly.

Chapter President Kim K opened the meeting.

1. Approve minutes, 05/09/19 CEC Meeting and 05/15/19 Lunch 'n Learn and Webinar: Distributed prior to meeting. Marilyn moved to approve. Minka seconded. Motion approved.
2. Treasurer's report, 05/31/19: Distributed prior to meeting. The report shows a total asset balance of \$14,584.27. Rich moved to approve. Marilyn seconded. Motion approved.
3. Lunch 'n Learns, Webinars:
 - June 12, 2019 Lunch 'n Learn and Webinar: Grimes Bldg, Room B100.
 - Room monitor/computer – Deb Schroeder volunteered to run. She will receive a free webinar registration for this responsibility.
 - Sign-in sheets for webinar – Pam will email Deb and Kim K.
 - Pam will email materials to registrants of the webinar.
 - Kaylynn volunteered to be the greeter at the registration table.
 - Kim A will be gone that day. Kim K will cover the Community Service announcement. Marilyn volunteered to take minutes.
4. Spring Conference:
 - Final Costs: Spreadsheet with detail of revenues and expenses distributed prior to meeting. Net income from the Spring Conference was \$7,771.44.
 - Survey Results: Spreadsheet with detail of survey responses distributed prior to meeting. 43 individual responses received. Overall very positive responses with over 90% reporting satisfied or extremely satisfied in almost all categories.
 - Kaylynn has submitted a request for the AGA National President to speak at next year's conference.
5. Policies:
 - Record Retention – postponed until next meeting.
6. CEC Member Reports:
 - Rich, Accountability: Notification received from National on May 31 that our Chapter received an award for the Citizen Centric Report submitted.
 - Marilyn, Recognition: The Chapter has received a Platinum award for points earned for the annual period ending May 31. Marilyn has worked with Janice Jensen, who is joining the CEC next year for Chapter Recognition.
 - Kim A, Community Service: \$141 was raised for the East Side Family at the May meeting, which earns the \$100 Chapter match. Funds will continue to be collected at the June meeting and then sent to that charity. Kim A has met with Melissa Mark, who joins the CEC next year for Community Service.

- Lisa, Education: Lisa is reviewing the results of the Spring Conference and will work with Ermin Begovic, who joins the CEC next year for Education.
7. Newsletter: Angie advised June 14 is the due date for the next newsletter. The current CEC will submit information for this newsletter. Discussed the need to provide information on the upcoming Walk to End Alzheimer's event.
 8. CEC meeting location/dates: The next meeting is Tues, June 11 for 2019-2020 CEC Members. Meeting notices have been sent. This is a planning meeting for the next year. The meeting starts at 5:30 pm at Panera Bread, 4150 Westown Pkwy, WDM.

Meeting adjourned.

Minutes submitted by Kim Ashmore.



**2019-2020 Meeting of the Chapter Executive Committee
June 11, 2019 5:30 pm. Panera Bread -4150 Westtown
Parkway, West Des Moines, IA
Minutes**

Attendance: Kaylynn Short, Randy Lagerblade, Kim Knight, Minka Lisinovic, Terri Walker, Angie James, Ermin Begovic, Melissa Mark, Prasanna Bujimalla, Pam Sullivan, Janice Evans, Denise Ragias, Kent Farver and Janice Jensen.

Chapter President Kaylynn Short opened the meeting.

1. Welcome and Introductions
2. 2019-2020 Chapter Plan – Due August 1 – Kaylynn Short
3. 2019-2020 Budget – will hold a vote during July’s meeting to determine if budget is to be based on average of last 3 years.
4. Items due within 90 days of June 30:
 - a. 2018-2019 Historian Report – Janice E.
 - b. 2018-2019 Citizen’s Centric Report – Kent
 - c. 2018-2019 Annual review – TBD
 - i. Prior Year’s review was completed by Rosemary Johnson, will ask if she would be interested in completing it this year as well.
5. Lunch ‘n Learns, Webinars, Seminar – National has set the 12 dates & topics – March and April have 2 webinars each.
 - i. Motion made by Denise to purchase 11 National webinars, seconded by Janice Jensen. Motion Approved.
 - ii. Lunch will not be offered except for pizza in March.
 - iii. Welcome table with CEC member(s) greeting guests will continue.
 - iv. Will offer a day long spring seminar.
 1. Will look into the possibility of a vendor other than NOAH’s.
 2. Conduct survey after the seminar
6. Kaylynn will figure out who has Eventbrite Access –Currently Kim K, Kaylynn and Pam have edit level access & Lisa and Bridgett have view only level.
 - i. Motion to remove Bridget from access and add Ermin and Minka with view only level and Randy with edit level made by Kim and seconded by Denise. Motion Approved.
 - ii. National was going to create a registration site we could use for free, however, there has been no word on if this is still to come & when to expect it....
7. PO Box Access – Kim has been picking up mail (Kaylynn and Kim K. have keys and Kim K., Kaylynn and Lisa Dooly are authorized to make changes).
 - i. Motion to remove Lisa Dooley and add Randy L made by Janice E and seconded by Kim, motion approved.

8. Bank Access – Bridgett has access to the bank and is an authorized signer. Motion made by Janice Evans to remove Bridgett’s bank access, seconded by Kent. Motion Approved.
9. Procedure Committee – Need to update the Procedures Manual and Chapter Bylaws. Develop a Records Retention Policy will be completed in August or September by the Janice E.
 - a. National has put templates out on the website in the Chapter Resources area that we can use to get started.
10. Young Professionals – Attend a Beta Alpha Psi (BAP) meeting at Drake this Fall, volunteers to go and speak?
11. Attending PDT New Orleans in July – CEC voted to send 2 – Kim K and Kaylynn – National paying hotel costs (2 scholarships) and Des Moines Chapter paying other conference related expenses (airfare, meals, registration, etc.)
 - a. Motion to take advantage of the discount again this year made by Janet and seconded by Denise, motion approved.
12. CEC meeting location/dates –Meeting notices will be emailed. Calendar 2019 meetings will be in the **Hoover Building** from **11:30 to 12:30**.
Phone: (877) 273-4202
Room: 9271798
 - a. Thurs July 11 – Hoover Level A, Rm 8
 - b. Thurs Aug. 1 – Hoover Level A, Rm 8
 - c. Thurs Sept. 5 – Hoover Level A, Rm 8
 - d. Thurs Oct. 3 – Hoover Level A, Rm 8
 - e. Thurs Nov. 7 – Hoover Level A, Rm 8
 - f. Thurs Dec. 5 – Hoover Level A, Rm 8
 - g. Tue Jan. 7 – Hoover Level A, Rm 4
 - h. Thurs Feb. 6 – Hoover Level A, Rm 8
 - i. Thurs Mar. 5 – Hoover Level A, Rm 8
 - j. Thurs April 2 – Hoover Level A, Rm 8
 - k. Thurs May 7 – Hoover Level A, Rm 8
 - l. Thurs June 4 – Hoover Level A, Rm 8
13. Website Scavenger Hunt – Run through all resources National has posted for us to use after July 1st.
14. Other: CEC members to use an AGA signature when sending emails to members outside of state agencies.

Meeting adjourned.

Minutes submitted by Terri Walker