



**2019-2020 Meeting of the Chapter Executive Committee
July 11, 2019 11:30 Hoover Building, A Level, Room 8
Minutes**

Attendance: Kaylynn Short, Kim Knight, Minka Lisinovic, Terri Walker, Tracie Kirkpatrick, Ermin Begovic, Pam Sullivan, Janice Evans, Kent Farver and Janice Jensen.

Chapter President Kaylynn Short opened the meeting.

1. Approve Minutes:
 - a. June 6 – CEC Final Meeting of 2018-2019 fiscal year
 - b. June 11 – CEC 2019-2020 Planning Meeting
 - c. June 12 – Lunch n’ Learn & Webinar
 - i. Motion to approve, Janice Evans and second, Kent: Motion Passed
2. Approve Treasurer’s Report as of June 30, 2019
 - a. Motion to approve, Kim and second, Ermin: Motion Passed
3. IRS Form – 990N for tax year ending June 30, 2019 – Due 11/15 – Minka will file.
4. Review draft of 2019-2020 Budget – Based on average of prior 3 years.
 - a. Motion to approve, Kim and second, Pam: Motion Passed
5. 2019-2020 Chapter Plan Submitted to National on June 18th by Chapter President, Kaylynn.
6. 2019-2020 Chapter Recognition Program Goal – set at 19,501 credits.
7. 2018-2019 Annual Review – Due by September 30
 - a. Rosemary Johnson will perform
 - b. Kaylynn will coordinate
 - c. Gather revenue/expense support, bank statements, and reports of event attendance to provide to Rosemary Johnson
 - d. Create a list of items needed for the review for procedures manual- Minka
8. Historian Report – Due by September 30. Janice Evans expects to have it completed in early August.
9. Citizen Centric Report – Due by September 30 – Kent Farver
10. Lunch ‘n Learns, Webinars
 - a. Minka will purchase the following webinars:
 - i. Sept. 11, 2019 – Communications
 - ii. Oct. 23, 2019 – Internal Control
 - iii. Nov.20, 2019 – Ethics
 - iv. Dec. 11, 2019 – Internal Control
 - v. Jan. 8 2020 – Uniform Guidance
 - vi. Feb. 5, 2020 – GASB Update
 - vii. March 4, 2020 – Improper Payments
 - viii. March 25, 2020 – Cybersecurity
 - ix. April 8, 2020 – Ethics
 - x. May 13, 2020 – Fraud/Data Analytics

- xi. June 10, 2020 – Leadership
 - b. Possible L ‘n Learn speakers – Ermin
 - i. Charlee Cross or Scott Gustafson from GSE
 - ii. Someone from OCIO
 - iii. Kathy Barger from the City of Johnston
 - c. September 11 – Grimes Building, Room B100
 - i. Room Monitor/Run Computer – will discuss if Angie will be the room monitor at August CEC meeting.
 - ii. Sign-in sheets – sign up during August CEC meeting
 - iii. Email materials to registrants of webinar – sign up during August CEC meeting
 - iv. Greeter at registration table – sign up during August CEC meeting
11. Spring Seminar – Thursday, April 9th
- a. Update on the FFA Enrichment Center - Ermin
 - i. Large conference room holds 300, \$850 with a 10% discount for non profit
 - ii. Preferred caterers: Ermin will provide more information during the August CEC meeting
 - iii. Extra expenses? – Ermin
12. Eventbrite Access – the following have access: Denise, Ermin, Randy, Kim, Pam and Minka
13. AGA National Registration System – Denise Update? Update Logo?
14. 2019 PDT – New Orleans: Kaylynn and Kim are going to PDT July 21 – July 26.
- a. Represent Chapter with a bumper sticker: Kim will purchase the Layers of Iowa Bumper Sticker
15. CEC Member Reports:
- a. Professional Certification - Pam: Add financial people to Eventbrite?
 - b. National Council of Chapters – Kim:
 - i. NCC meeting – how does the chapter recruit members? Input welcome
 - ii. Walk to End Alzheimer’s is August 24, accepting donations through August 25
 - iii. Joyful Walkers team shirt is available for purchase to July 19 (possibly longer)
 - c. Accountability Outreach - Kent: send out Eventbrite notices to Local Government?
 - d. Membership Director & Recognition - Tracie:
 - i. Currently have 68 active members and 4 suspended members
 - ii. Member of the year gift, choice of 3 options:
 - 1. Complimentary Webinar
 - 2. \$25 gift card of choice
 - 3. \$25 donation to charity of choice
- a. Motion to implement, Janice E and second, Tracie: Motion Approved
16. Meeting locations and dates: meeting notices have been emailed.
17. Next meeting: Thursday, August 1, 2019 at 11:30am– 12:30pm, Hoover Building, A Level, Room 8

Meeting adjourned.

Minutes submitted by Terri Walker



**2019-2020 Meeting of the Chapter Executive Committee
August 1, 2019 11:30 Hoover Building, A Level, Room 8
Minutes**

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

Chapter President Kaylynn Short opened the meeting.

1. Approve Minutes:
 - a. July 10 – NASACT Webinar
 - b. July 11 – CEC Meeting
 - i. Motion to approve, Kim and second, Ermin: Motion Passed
2. Approve Treasurer's Report as of July 31, 2019
-Will approve in September
3. Chapter Recognition points goal for 2019-2020 to achieve platinum: 19,501
– confirmed with Louise same as FY2019.
4. Reports/filings to be completed:
 - a. IRS Form – 990-N for tax year ending June 30, 2019 was filed 7/16.
 - b. Historian Report – due by Sept 30 – per Janice, it will be done on time.
 - c. Citizen Centric Report – due by Sept 30 – per Kent, it will be done on time.
 - d. Annual Review – due by Sept 30
 - i. FY2019 records have been provided to Rosemary Johnson for her to look over our financials. Requested by 8/31.
 - ii. Provide Rosemary with bank statements
5. P.O. Box – Kaylynn dropped off the letter to change authorized people to Kim, Kaylynn & Randy.
6. Lunch 'n Learns, Webinars
 - a. September 11 – Grimes Building, Room B100
 - i. The Lunch 'n Learn Speaker will be Charlee Cross
 1. Ermin will send details to Denise.
 - ii. Webinar on Communications
 1. Kaylynn will give introduction and show off the chapter award.
 2. Ask if Angie will be the Room Monitor/Run Computer/Complimentary and Registration for the Webinar.
 3. Pam will send the invite on August 19, a reminder September 3rd and provide the Sign-in sheets for webinar.
 4. Randy will be the greeter at the registration table.
7. PDT – Dallas 2020 – Kaylynn purchased registration as approved by CEC in the 6/11 minutes for \$700.
 - a. Registration early bird cost increased to \$900, received \$200 discount at New Orleans PDT.
8. AGA National Registration System – Per Denise this system is clunky will continue to use Eventbrite for now.
9. Policies: Record Retention – per Janice Evans, it is in progress.

10. Young Professionals Update – Prasanna will provide updates at the next meeting.
11. Next Newsletter – Due Date for articles is August 15th.
 - a. Kaylynn will provide a 'President's Message'.
 - b. Kim suggested including the Recognition Point goal.
 - c. Kim plans to submit an article about the PDT in New Orleans.
12. The Walk to End Alzheimer's is August 24th.
 - a. Kim's team, Joyful Walkers, will be in yellow.
 - b. Melissa will be volunteering from 7:30 to 10:30.
 - c. The event color is purple.
13. CEC Member Reports:
 - a. Pam needs the next charity for the upcoming Lunch 'n Learn
 - b. Kim talked about the chapter's membership success at the NCC meeting in New Orleans. "Engaged member is a retained member."
 - c. Ermin contacted Jennifer at the FFA Enrichment Center:
 - i. \$850.00 for the large conference room w/10% discount for nonprofit if venue is provided a non-exempt form.
 1. Includes a projector and a 16' X 10' screen
 2. Basic sound system with 4 microphones
 - ii. \$7.00 per table for linen
 1. Tables can be set up for either 6 or 8 people per table.
 2. \$154 for 6 people per table
 3. \$119 for 8 people per table
 - iii. \$380.00 to rent a large stage that will hold 10 people
 - iv. Food - can either pick from the preferred vendor list or bring in someone else.
 1. Increase of 10% for preferred vendor and 18% for non-preferred.
 2. If the venue provides the beverages, there is no 10% fee to the food vendor for the cost of the beverages.
 - d. Tracy: 69 members, 61 government, 6 retired, 1 professional, and 1 student
 - i. New member: Marie Hawthorn from DAS
14. Next Meeting: Thursday, September 5, 2019 @ 11:30am – 12:30pm, Hoover Building, A Level, Room 8



**2019-2020 Meeting of the Chapter Executive Committee
September 5, 2019 11:30 Hoover Building, A Level, Room 8
Minutes**

Attendance: Kaylynn Short, Randy Lagerblade, Kim Knight, Minka Lisinovic, Terri Walker, Angie James, Ermin Begovic, Melissa Mark, Pam Sullivan, and Kent Farver.

Chapter President Kaylynn Short opened the meeting.

1. Approve Minutes August 1 – CEC Meeting
 - a. Motion to approve, Melissa Mark and second, Ermin Begovic: Motion Passed
2. Approve Treasurer’s Report as of July 31, 2019 and August 31, 2019.
 - a. Motion to approve, Kent Farver and second, Kim Knight: Motion Passed
3. Reports/filings to be completed:
 - a. Historian Report – due by Sept 30 – per Janice Evans, on schedule to be completed on time.
 - b. Citizen Centric Report – due by Sept 30 – per Kent Farver, on schedule to be completed on time.
 - c. Annual Review – due by Sept 30 – Kaylynn Short will contact Rosemary Johnson for status.
 - d. Chapter Recognition Program – June thru September due September 30th – Janice Jensen
 - i. Networking sites were closed last year due to lack of activity.
 - ii. How does the chapter earn points? Janice Jensen will send summary.
4. Lunch ‘n Learns, Webinars
 - a. September 11 – Grimes Building, Room B100
 - i. Lunch ‘n Learn Speakers will be Charlee Cross, COO and Kris May, CFO from GSE. Ermin Begovic will provide Kaylynn Short with bios prior to the Lunch ‘n Learn.
 - ii. Webinar on Communications
 1. Angie James will act as room Monitor, run the computer and receive a complimentary registration for the Webinar.
 2. Sign-in sheets for webinar will be provided by Pam Sullivan.
 3. Pam Sullivan will email materials to registrants of webinar.
 4. Randy Lagerblade will greet guest at the registration table.
 5. Melissa Mark needs added in order to receive Eventbrite emails.
 - b. NASACT Webinar – Demystifying the Cloud
 - i. Thursday October 3rd – 1:00-2:15PM
 - ii. Cost would be \$299
 - iii. AOS said they would send at least 5 people (probably more)
 - iv. SAE may send a few people.
 - v. Do we want to purchase and offer?
 1. Motion to approve purchase of webinar, Kim Knight and second, Pam Sullivan: Motion Passed
 2. Angie James will reserve room and purchase Webinar.
 3. Angie James will act as room monitor, run the computer and receive a complimentary registration for the Webinar.
 4. Sign-in sheets for webinar will be provided by Pam Sullivan.
 5. Pam will send the Eventbrite email on Monday September 16th.
 6. There will not be a greeter for the webinar.
 7. Next CEC meeting will be moved from October 3rd to October 10th.

5. AGA Spring Seminar
 - a. FFA Enrichment Center draft contract does not show discount, should be \$765.
 - i. Plan to rent the small stage for an additional \$125.
 - ii. FFA will be providing coffee, sodas, water and snacks for an extra charge.
 - b. Kaylynn Short, Melissa Mark, Minka Lisinovic, Ermin Begovic, and Terri Walker volunteered to be on the planning committee.
 - i. Speakers / Potential Speakers
 1. Rob Sand is scheduled to speak from 8:00 AM – 8:50 AM
 2. Drake University Professor Lance Noe (Ethics?)
 3. DAS Director Jim Kurtenbach
 4. Ankeny Chamber of Commerce
 5. CPA Firm
 6. Hy-Vee Corporate Accountant
 - ii. Caterer Options
 1. Hy-Vee? Will discuss more at planning meetings.
6. Policies
 - a. Record Retention – Janice Evans was unable to attend the CEC, will bring up at next meeting.
7. Young Professionals Update Prasanna Bujimalla was unable to attend the CEC, will revisit at next meeting.
8. CEC Member Reports:
 - a. Pam Sullivan recommended having a theme for the Spring Seminar
 - i. Providing a small gift (such as water bottle) that has the Chapter logo and theme.
 - b. Kim Knight has accepted a position on the National Governance Committee for 3 years.
 - i. She will be attending quarterly meetings
 1. One of the items on the agenda is a possible name change.
 - c. Melissa Mark: \$525 was raised for the Walk to End Alzheimer's, sent request to National to receive match.
 - i. The September and October charity will be AHeinz57 Pet Rescue and Transport.
 - d. Kent Farver stated that he may need help locating information on the website.
9. Next meeting: Thursday, October 10, 2019 at 11:30am– 12:30pm, Hoover Building, A Level, Room 8

Meeting adjourned.

Minutes submitted by Terri Walker.



**2019-2020 Meeting of the Chapter Executive Committee
October 10, 2019 11:30 Hoover Building, A Level, Room 8**

Minutes

Attendance: Kaylynn Short, Kim Knight, Minka Lisinovic, Tracie Kirkpatrick, Ermin Begovic, Prasanna Bujimalla, Pam Sullivan, Janice Evans, Denise Ragias and Janice Jensen.

Chapter President Kaylynn Short opened the meeting.

1. Approve Minutes:
 - a. September 5 – CEC Meeting
 - b. September 11 – Lunch n’ Learn & Webinar
 - c. October 3 – NASACT Webinar
 - i. Motion to approve, Kim Knight and second, Minka Lisinovic: Motion Passed
2. Approve Treasurer’s Report as of September 30, 2019.
 - a. Motion to approve, Janice Evans and second, Janice Jensen: Motion Passed
 - b. Motion to deposit \$11.00 of petty cash to the checking account: motion to approve, Janice Evans and second, Janice Jensen: Motion Passed
3. Reports/filings to be completed:
 - a. Historian Report – completed by Janice Evans & submitted 9/27/2019
 - b. Citizen Centric Report – completed by Kent & submitted 9/30/2019
 - c. Review of FY2018 Financial Statements – completed by Rosemary on 9/9/2019
 - d. Chapter Recognition Program – June thru September due September 30th – completed by Janice Jensen 9/27/2019 (total points to date = 10,589).
 - i. Invite all CGFM chapter member to be at the November 20 Lunch n’ Learn for the 25 year anniversary.
4. Approve refund of Randy’s fee for the NASACT Webinar.
 - a. Motion to approve, Denise Ragias and second, Kim Knight: Motion Passed
5. Lunch ‘n Learns, Webinars
 - a. October 23 – Grimes Building, Room B100
 - i. Lunch ‘n Learn Speaker - Jennifer Campbell from the Auditor of State
 1. Bio & Introduction – received 10/7/2019 from Ermin Begovic
 2. Materials to send to registrants needed by 10/18/19 from Ermin Begovic
 - ii. Webinar on Internal Control
 1. Room Monitor/Run Computer/Complimentary Registration for the Webinar - Angie James
 2. Sign-in sheets for webinar – Pam Sullivan
 3. Email materials to registrants of webinar – Pam Sullivan
 4. Greeter at the registration table – Pam Sullivan
6. Newsletter – Angie
 - a. Items due to Angie by Tuesday, October 15, 2019.
7. Young Professionals Update – Prasanna Bujimalla contacted Drake and ISU on October 9, 2019, awaiting response, will contact them again if no reply.
 - a. Pam Sullivan volunteered Ermin Begovic to accompany Prasanna Bujimalla to Drake and ISU to aid in promoting AGA new student members.

8. CEC Member Reports:
 - a. Janice Jensen:
 - i. Waiting for Kim Knight to submit NEC article.
 - ii. Will inquire of National for the amount of points received for any NEC articles.
 - b. Pam Sullivan:
 - i. Added new people on Eventbrite, contact Pam of any new members so they may be added to Eventbrite.
 - ii. DMACC students coming on November 15, 2019 – Janice Jensen will check if the Chapter receives points for promoting AGA.
 1. Janice Jensen will hand out AGA pens.
 - c. Kim Knight is working on the procedures manual. The updates need to be coordinated with the by-laws update with Janice Evans.
 - d. Ermin Begovic:
 - i. The deposit and contract have been delivered to the FFA Enrichment Center for the Spring Seminar.
 1. Need to choose a food vendor for breakfast and lunch at the Spring Seminar.
 2. Rob Sand from Auditor of State will be the opening speaker.
 3. Invited Amy Harris from Revenue to speak, awaiting response.
 - e. Tracie Kirkpatrick: New member, John Madder, joined on October 1, 2019.
9. Next Meeting: Thursday, November 7, 2019 at 11:30am – 12:30pm in the Hoover Building, A level, room 8.

Meeting adjourned.

Minutes submitted by Terri Walker.



**2019-2020 Meeting of the Chapter Executive Committee
November 7, 2019 11:30 Hoover Building, A Level, Room 8**

Minutes

Attendance: Kaylynn Short, Randy Lagerblade, Minka Lisinovic, Terri Walker, Tracie Kirkpatrick, 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. Approve Minutes:
 - a. October 10 – CEC Meeting
 - b. October 23 – Lunch n’ Learn & Webinar
 - i. Motion to approve, Ermin Begovic, and second, Melissa Mark: Motion Passed
2. Approve Treasurer’s Report as of October 31, 2019.
 - a. Motion to approve, Melilla Mark, and second, Randy Lagerblade: Motion Passed
3. Lunch ‘n Learns, Webinars
 - a. November 20 – Grimes Building, Room B100
 - i. Lunch ‘n Learn Speaker – Nick Miller from the State Accounting Enterprise
 1. Bio & Introduction – Ermin Begovic
 2. Materials to send to registrants needed by 11/15/19 from Ermin Begovic
 3. Pam Sullivan will send an Eventbrite reminder on November 12
 - ii. Webinar - Ethics
 1. Room Monitor/Run Computer/Complimentary Registration for the Webinar - Angie James
 2. Sign-in sheets for webinar – Pam Sullivan
 3. Email materials to registrants of webinar – Pam Sullivan
 4. Greeter at the registration table – Ermin Begovic
 - iii. CGFM Celebrating 25 years
 1. Take a picture of CGFM’s holding a 2 and 5 sign
4. Policies:
 - a. Record Retention – Janice Evans started by looking at the National prototype, Kim Knight suggested that this should be completed after the By-Laws and Procedures Manual
 - b. By-Laws – should be completed first
 - c. Procedures Manual – should be completed second
5. Young Professionals Update –
 - a. Prasanna Bujimalla has contacted both Drake and ISU, no response to date.
 - b. Other ideas –
 - i. Kaylynn Short will reach out to a contact at Drake
 - ii. Randy will reach out to a contact at ISU
 - iii. Pam Sullivan and Randy Lagerblade will promote the AGA at the annual meeting with the DMACC Accounting Club.
 - iv. Inquire with National for contacts for Young Professionals
6. National Check-in – Julia Robinson from National E-mailed with questions for our chapter
 - a. Any concerns?
 - i. Corporate sponsors – how to deal with potential conflict of interest between state vendors and state employees?

- ii. How do other Chapters acquire sponsors and deal with potential conflicts of interest?
 - b. What is working for us?
 - i. The National website
 - c. What is not working for us
 - i. Registration for webinars
 - 1. Repetitive webinars: new speakers and new content needed
 - d. How can Nation help fulfill our mission?
 - i. Provide contacts for Young Professionals
 - ii. Provide contacts for potential speakers for annual seminars
- 7. CEC Member Reports:
 - a. Melissa Mark:
 - i. Received \$694 with match from National, plus supplies for the Heinz57 Pet Rescue and Transport.
 - b. Kaylynn Short:
 - i. Should Lance Noe at Drake be invited to speak on Ethics at Spring Seminar?
 - 1. Randy Lagerblade has met Mr. Noe and will make the invitation
 - ii. Currently unknown if National will send a speaker for the Spring Seminar
 - c. Pam Sullivan:
 - i. Asked Melissa Mark for information on upcoming charities in order to promote those charities on the Eventbrite signup page
 - d. Janice Jensen:
 - i. 13,000 current points plus points for filling out the survey which will be filled out by Kim Knight.
 - 1. Will the Chapter receive points for the CEC members who attended the Susan Komen Walk for the Cure as a 'Wild 4 Pam' team member?
 - e. Ken Farver:
 - i. Will follow up with Rich Schoeppner, the previous Accountability Outreach Director, to see if anything else need to be done
 - f. Tracie Kirkpatrick:
 - i. 1 new member for a total of 71 members
- 8. Next Meeting: Thursday, December 5, 2019 at 11:30am – 12:30pm in the Hoover Building, A level, room 8.

Meeting adjourned.

Minutes submitted by Terri Walker.



**2019-2020 Meeting of the Chapter Executive Committee
December 5, 2019 11:30 Hoover Building, A Level, Room 8**

Minutes

Attendance: Kaylynn Short, Randy Lagerblade, Kim Knight, Minka Lisinovic, Terri Walker, Tracie Kirkpatrick, Ermin Begovic, Melissa Mark, Prasanna Bujimalla, Pam Sullivan, Janice Evans, and Janice Jensen.

Chapter President Kaylynn Short opened the meeting.

1. Approve Minutes:
 - a. November 7 – CEC Meeting
 - b. November 7 – CEC Spring Planning Committee Meeting
 - c. November 20 – Lunch n’ Learn & Webinar
 - i. Motion to approve, Ermin Begovic, and second, Pam Sullivan: Motion Passed
2. Approve Treasurer’s Report as of November 30, 2019.
 - a. Motion to approve, Kim Knight, and second, Terri Walker: Motion Passed
3. Lunch ‘n Learns, Webinars
 - a. December 11 – Grimes Building, Room B100
 - i. Lunch ‘n Learn Speaker – Teresa Rotschafer from the City of Johnston
 1. Bio & Introduction – Ermin Begovic
 2. Materials to send to registrants needed by 12/6/2019 from Ermin Begovic
 - a. Has received PowerPoint and Bio is on the way
 - ii. Community Service – Urbandale Community Action Network
 1. Create Donation Envelope – Melissa Mark
 2. Promote and pass envelope around prior to Lunch n’ Learn – Melissa Mark
 - iii. Webinar – Internal Controls
 1. Room Monitor/Run Computer/Complimentary Registration for the Webinar - Angie James
 2. Sign-in sheets for webinar – Pam Sullivan
 3. Email materials to registrants of webinar – Pam Sullivan
 4. Greeter at the registration table – Kaylynn Short
 - b. January 8 – Grimes Building, Room B100
 - i. Lunch ‘n Learn Speaker – Karl Wendt from the Department of Administrative Services Central Procurement Enterprise.
 1. Bio & Introduction – Ermin Begovic
 2. Materials to send to registrants needed by 1/3/2020 – Ermin Begovic
 - ii. Community Service – Food Bank of Iowa
 1. Create Donation Envelope – Melissa Mark
 2. Promote and pass envelope around prior to Lunch ‘n Learn – Melissa Mark
 - iii. Webinar on Uniform Guidance
 1. Room Monitor/Run Computer/Complimentary Registration for the Webinar - Angie James
 2. Sign-in sheets for webinar – Pam Sullivan
 3. Email materials to registrants of webinar – Pam Sullivan
 4. Greeter at the registration table – Melissa Mark
4. Newsletter Deadline – Angie James – Materials must be received by Friday, December 13, 2019
5. Policies - Updates

- i. Record Retention – Working on By-Laws first
 - 1. Separating the Bylaws and Procedures as they are currently one document
 - ii. By-Laws – Janice Evens has started to update the National Template
 - 1. Several sections in template are less detailed than our original by-laws.
 - 2. Will need to include these in the policy and procedures manual instead?
 - 6. Young Professionals Update –
 - a. Schedule meeting with local Beta Alpha Psi chapters?
 - i. E-mailed both Drake and ISU BAP's on November 7th
 - 1. Included a professor on the e-mail to Drakes' BAP President
 - a. No replies received to date
 - ii. Prasanna Bujimalla called and left voice message
 - 1. Contacts needed
 - a. No replies received to date
 - iii. Other ideas
 - 1. Reach out to Lance Noe at Drake for possible contacts
 - 2. Pam Sullivan has a contact at DMACC – will send to Prasanna Bujimalla
 - 3. Can National provide contact for Professional Students?
7. CEC Member Reports:
 - a. Pam Sullivan:
 - i. 13 people have signed up the Lunch n' Learn
 - ii. Needs updated CEC Letterhead for Google Mail Merge.
 - b. Kim Knight:
 - i. Suggested to note at start of the next Lunch n' learn that Certificates may be received later than usual due to the holidays.
 - c. Randy Lagerblade:
 - i. Unable to update W9 for Eventbrite. Contact National?
 - d. Janice Jensen
 - i. The Chapter has topped out on Communication points.
 - e. Ermin Begovic
 - i. Hasn't been able to talk to anyone at Hy-vee for catering the Spring Seminar
8. Next Meeting: Tuesday, January 7, 2020 at 11:30am – 12:30pm in the Hoover Building, A level, room 4.

Meeting adjourned.

Minutes submitted by Terri Walker.



**2019-2020 Meeting of the Chapter Executive Committee
January 7, 2020 11:30 Hoover Building, A Level, Room 4
Minutes**

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

Chapter President Kaylynn Short opened the meeting.

1. Approve Minutes:
 - a. December 5 – CEC Meeting
 - b. December 5 – CEC Spring Planning Committee Meeting
 - c. December 11 – Lunch n’ Learn & Webinar
 - i. Motion to approve, Ermin Begovic, and second, Kim Knight: Motion Passed
2. Approve Treasurer’s Report as of December 31, 2019.
 - a. Motion to approve, Denise Ragias, and second, Kent Farver: Motion Passed
3. Lunch ‘n Learns, Webinars
 - a. January 8 – Grimes Building, Room B100
 - i. Lunch ‘n Learn Speaker – Karl Wendt, DAS CPE Purchasing Manager
 1. Bio & Introduction – Ermin Begovic
 2. Materials to send to registrants needed by 1/3/2020 from Ermin Begovic
 - a. Has received Bio, will receive PowerPoint today
 - ii. Community Service – Food Bank of Iowa
 1. Create Donation Envelope – Melissa Mark
 2. Promote and pass envelope around prior to Lunch n’ Learn – Melissa Mark
 - iii. Webinar – Uniform Guidance
 1. Room Monitor/Run Computer/Complimentary Registration for the Webinar - Angie James
 2. Sign-in sheets for webinar – Pam Sullivan
 3. Email materials to registrants of webinar – Pam Sullivan
 4. Greeter at the registration table – Melissa Mark
 - b. February 5 – Grimes Building, Room B100
 - i. Lunch ‘n Learn Speaker – Melinda Behn from the Waukee Chamber of Commerce
 1. Bio & Introduction – Ermin Begovic
 2. Materials to send to registrants needed by 1/31/2020 – Ermin Begovic
 - ii. Community Service – Food Bank of Iowa
 1. Create Donation Envelope – Melissa Mark
 2. Promote and pass envelope around prior to Lunch ‘n Learn – Melissa Mark
 - iii. Webinar GASB Update
 1. Room Monitor/Run Computer/Complimentary Registration for the Webinar - Angie James
 2. Sign-in sheets for webinar – Pam Sullivan
 3. Email materials to registrants of webinar – Pam Sullivan
 4. Greeter at the registration table – Pam Sullivan
 5. Begin promoting Spring Seminar
4. NASACT Webinar – GASB 87: You Inventoried Your Leases, Now What? Practical Steps for Implementation and Lessons Learned offered on Wednesday January 15th 1:00 – 2:15.

- a. Motion to purchase, Denise Ragias, and seconded, Janice Evans: Motion Passed.
 - b. Room Available? Grimes B100 was reserved by Janice Evans
 - i. Angie James will purchase Webinar
 - ii. Room Monitor/Run Computer/Complimentary Registration for the Webinar - Angie James
 - iii. Sign-in sheets for webinar – Pam Sullivan
 - iv. Email materials to registrants of webinar – Pam Sullivan
5. Spring Conference Update
- a. Ann Ebberts (AGA’s CEO) is going to come and present on: “Transparency in Government”
 - b. Waiting for replies from:
 - i. Karen Austin from the Treasurer of State
 - ii. David Johnston at Homeland Security to speak about “Disaster Recovery Plans”
6. Policies - Updates
- i. Record Retention – Working on By-Laws first
 - ii. By-Laws – per Janice Evans, currently in draft form
 - 1. Kim Knight and Randy Lagerblade will review
7. Young Professionals Update
- a. National Leadership Training (NLT) – 2 students from Drake received scholarships to attend the National Leadership Training in D.C. in February.
 - i. Both students would be willing to come to a Lunch n’ Learn or even the Spring Seminar to share their experiences with us.
 - ii. When do we want them to come?
 - 1. March 4th, before the Lunch n’ Learn
 - 2. April 8th, before the Webinar
 - 3. April 9th, during the Spring Seminar
 - a. Will ask them to come during the Spring Seminar
 - i. Speak after awards ceremony
 - ii. Offer free lunch
 - b. Send a flyer to Drake to promote the Spring Seminar
 - b. One of the NLT winners is the Recorder for the Drake BAP this year. She said she would love to get our Chapter to speak to BAP sometime this upcoming year. Hopefully we can continue talking and come up with a time to go to one of their meetings.
8. 2020-2021 CEC Update –
- a. President – Randy Lagerblade
 - b. Immediate Past President/NCC Rep – Kaylynn Short
 - c. President Elect/Nominations – _____
 - i. Reach out to Jenny Podrebarac at Iowa Lottery
 - ii. and Ermin Kremic at OCIO
 - d. Secretary – Terri Walker
 - e. Treasurer – Mihneta Lisinovic
 - f. Accountability – Kent Farver
 - g. CGFM/Professional Certification – Pam Sullivan
 - h. Community Service – Kim Knight
 - i. Communications – Angela James
 - j. Education – Ermin Begovic
 - k. Membership - _____
 - l. Chapter Historian/Bylaws & Procedures – Janice Evans
 - m. Recognition – Janice Jensen
 - n. Webmaster – Denise Ragias
9. LEAD! 2020 – April 30 to May 2, 2020 in Dallas, TX. In the past 3 were able to attend at National’s expense; NCC Representative (must attend), incoming President and one other CEC member. Cannot send a substitute for NCC Rep.
- a. NCC Rep – Kaylynn Short
 - b. Incoming President – Randy Lagerblade

- c. _____
 - i. Offer to the President Elect?

10. PDT Dallas – July 19 to July 22, 2020 – National provides 2 hotel scholarships. One for the NCC Representative (must attend). Kaylynn is registered for the PDT Dallas (took advantage of the early discount), so she will use the NCC scholarship. Incoming President, Randy, will use the 2nd hotel scholarship. All expenses except the hotel scholarships are at the Chapter's Expense.

- a. NCC Rep – Kaylynn ≈ \$1,486.00
 - i. Registration = \$700 (paid in July 2019)
 - ii. Airfare = \$415 (per Google)
 - iii. Meals = \$221 (maximum)
 - iv. Miscellaneous (bags, cabs, parking, etc.) = \$150 (estimate)
- b. Incoming President – Randy ≈ \$1,661.00
 - i. Registration = \$875
- c. Airfare = \$415 (per Google)
- d. Meals = \$221 (maximum)
- e. Miscellaneous (bags, cabs, parking, etc.) = \$150 (estimate)

11. CEC Member Reports:

- a. Janice Jensen – Chapter Recognition Points, currently at 17,819
- b. Pam Sullivan – Will send out Reminder on Monday for the Lease Webinar

12. Next Meeting: Thursday, February 6, 2020 at 11:30am – 12:30pm in the Hoover Building, A level, room 8

Meeting adjourned.

Minutes submitted by Terri Walker.



**2019-2020 Meeting of the Chapter Executive Committee
February 6, 2020 11:30 Hoover Building, A Level, Room 8
Minutes**

Attendance: Kaylynn Short, Kim Knight, Minka Lisinovic, Terri Walker, Tracie Kirkpatrick, Angie James, Ermin Begovic, Melissa Mark, Pam Sullivan, and Kent Farver.

Chapter President Kaylynn Short opened the meeting.

1. Approve Minutes:
 - a. January 7 – CEC Meeting
 - b. January 7 – CEC Spring Planning Committee Meeting
 - c. January 8 – Lunch n’ Learn & Webinar
 - d. January 15 – NASACT Webinar
 - i. Motion to approve, Minka Lisinovic, and second, Ermin Begovic: Motion Passed
2. Approve Treasurer’s Report as of January 31, 2020.
 - i. Motion to approve, Terri Walker, and second, Pam Sullivan: Motion Passed
3. Lunch ‘n Learns, Webinars
 - a. Refund Request – Nolan McDonald \$32.00 for the 2/5/20 Webinar – Duplicate Purchase
 - i. Motion to approve, Kim Knight, and second, Melissa Mark: Motion Passed
 - b. March 4th – Grimes Building, Room B100
 - i. Webinar – Improper Payments
 1. Room Monitor/Run Computer/Complimentary Registration for the Webinar - Angie James
 2. Sign-in sheets for webinar – Pam Sullivan
 3. Email materials to registrants of webinar – Pam Sullivan, 1st email on 2/14/20
 4. Greeter at the registration table – No Greeter
 - ii. Community Service – Everyone Wins! Iowa
 1. Angie James will pass around Donation Envelope
 - c. March 25 – Grimes Building, Room B100
 - i. Lunch ‘n Learn Speaker – OCIO?
 1. Ermin Begovic will follow up
 - ii. CGFM Month – Pizza Party!
 1. Number of Pizzas - 9 maybe 10 Pizzas
 2. Types of Pizzas – Cheese, Veggie, Hamburger, Pepperoni and Taco
 3. Beverages - 6 2 liter
 4. Note any deals
 5. Cupcakes?
 - a. Yes
 6. Revisit at March CEC Meeting
 - iii. Community Service – Everyone Wins! Iowa
 1. Create Donation Envelope – Melissa Mark
 2. Promote and pass envelope around prior to Lunch ‘n Learn – Melissa Mark
 - iv. Webinar Cybersecurity
 1. Room Monitor/Run Computer/Complimentary Registration for the Webinar - Angie James
 2. Sign-in sheets for webinar – Pam Sullivan
 3. Email materials to registrants of webinar – Pam Sullivan
 4. Greeter at the registration table – Pam Sullivan

4. Eventbrite:
 - a. Appears something changed in the background of Eventbrite that causes the “Pay at the Door” option to not be automatically selected after copying the event forward.
 - i. Just something to keep an eye out for, if you get a question or notice when you register that “Pay at the Door” isn’t an option let Pam Sullivan, Kim Knight, or Kaylynn Short know and they will fix it.
 - ii. Reassure attendees that this option is not intentionally being let off.
 - b. When you go to register from the website, Denise’s information is pre-filled for the attendee section of the ticket. Is there a clean link that could be used on the website that wouldn’t already be filled in?
 - i. Any ideas?
 1. Blank link to put on website?
 2. To sign up get link from search within Eventbrite?
5. Spring Conference Update
 - a. Set up the Eventbrite page so we can direct people to it. Maybe wait until February 14th to send official invite e-mail – Pam Sullivan
 - i. Early Bird Pricing through March 13th
 - ii. Same pricing as last year.
6. Newsletter Deadline – Angie James: February 14, 2020
7. Policies - Updates
 - i. Record Retention – in progress
 - ii. By-Laws – in progress
8. Social Media Account/NCC Rep. Facebook Group – Louise e-mailed Kaylynn Short about being the NCC Rep next year and mentioned that there is a closed Facebook Group that is “required” for NCC Reps. Kaylynn doesn’t currently have an active Facebook Account and was planning to set one up for the Chapter NCC Rep and using the chapter AGA email. Anyone have any thoughts or issues with doing it this way?
 - a. Create Facebook account using AGA email
 - b. Use the Chapter logo for the picture
9. Young Professionals Update
 - a. The two Drake students that are going to the National Leadership Training (NLT) are not available between the hours of 11:45AM and -2:15PM on 4/9/20
 - i. Invite them to come at the beginning of the day or in the afternoon to break up Lance’s presentation?
 - ii. Another date entirely?
 1. Invite them to speak during the first 10 minutes of the Seminar
 - b. Still on hold for a date this fall to speak to the Drake BAP on a Tuesday night from 5:00PM to 5:50PM
 - c. Grandview University – Rob Ruisch, Accounting Professor, would love if we could visit either a class during the day or an event sponsored by the Accounting/Business Student Club in the evening.
 - i. Mr. Ruisch teaches Governmental & Non-Profit Accounting
 - ii. Who would be interested in going:
 1. Prasanna Bujimalla, Minka Lisinovic and Kaylynn Short. Kim Knight may also attend
 - a. Ask Prasanna Bujimalla to email for more information
 - b. Kaylynn Short will download PowerPoint from National
 2. When works for everyone?
 - d. Other Updates
 - i. Host a Casual Coffee for Young Professionals
 1. Start with employees?
10. 2020-2021 CEC Update –

- a. President – Randy Lagerblade
- b. Immediate Past President/NCC Rep – Kaylynn Short
- c. President Elect/Nominations – _____
- d. Secretary – Terri Walker
- e. Treasurer – Mihneta Lisinovic
- f. Accountability – Kent Farver
- g. CGFM/Professional Certification – Pam Sullivan
- h. Early Careers/Young Professionals – Prasanna Bujimalla
- i. Community Service – Kim Knight
- j. Communications – Angela James
- k. Education – Ermin Begovic
- l. Membership - _____
- m. Chapter Historian/Bylaws & Procedures – Janice Evans
- n. Recognition – Janice Jensen
- o. Webmaster – Denise Ragias

11. CEC Member Reports:

- a. Kim Knight –
 - i. Governance Committee met on January 23rd and January 30th 2020
 - 1. Discussed the NGB's feedback to their draft Diversity & Inclusion Statement
 - a. The NGB's feedback was positive
 - b. Proposed a small change to address one of the questions, the revised draft statement will be discussed at the next NGB meeting in February
 - ii. There was discussion about the new governance structure
 - 1. Talked about how the NCC positions and NCC Director positions function and how the past National President and Treasurer positions work
 - a. Key take away was the importance of communication
 - 2. There was discussion about a potential name change
 - a. This will take some time and research
 - iii. National Council of Chapters (NCC) Meeting met on February 4, 2020
 - 1. AGA CEO Ann Ebberts discussed the AICPA exposure draft that proposed removing much of the state and local government content from the CPA exam. AGA, and many other similar organizations, are concerned and will be writing a response from the association.
 - 2. There is also concern about the newly appointed GASB Chair being from the private sector. AGA, and many other similar organizations, are concerned and will be writing a comment on this issue as well.
 - iv. The National president-elect discussed the AGA Elevator speech which the NCC assisted with in LEAD 2019
 - 1. This has been finalized
 - 2. Also, complimented the Governance Committee for their efforts in tackling the Diversity and Inclusion Statement
 - v. 2020-2021 NCC Reps for our area can self-nominate to be considered for the NCC Director position – which is a member of the NGB
 - 1. Self-nominate by February 21, 2020
 - vi. There was discussion about the potential name change of the AGA
 - 1. A working group may be developed
 - vii. There is a working group looking at criteria for closing and opening AGA chapters.
 - 1. What happens with the funds when a chapter closes?
 - 2. Looking at the minimums to petition for a new chapter
 - 3. Membership goals to achieve in a specified period of time
 - viii. Discussed a variety of Chapter Recognition Program working group proposals
 - 1. New name proposed, "Achievements in Chapter Excellence (ACE) Awards"
 - ix. Next NCC meeting will be at LEAD 2020 on April 30th
 - 1. Kaylynn Short will be attending as the 2020-2021 NCC Representative
- b. Pam Sullivan –
 - i. Spring Conference Eventbrite set-up
- c. Ermin Begovic –

- i. Quote for breakfast and lunch from Hy-Vee
 - 1. Based on 130 attendees
 - a. \$3,639.20 or \$27.99 per person
 - i. With \$1.00 per attendee for plastic plates
 - b. Decided to use the paper plates
- d. Tracy Kirkpatrick–
 - i. AGA renewals!
 - ii. 71 total members
 - iii. Will bring red and gold cupcakes for the CGFM Pizza Party

12. Next Meeting: Thursday, March 5, 2020 at 11:30am – 12:30pm in the Hoover Building, A level, room 8

Meeting adjourned.

Minutes submitted by Terri Walker.



**2019-2020 Meeting of the Chapter Executive Committee
March 5, 2020 11:30 Hoover Building, A Level, Room 8
Minutes**

Attendance: Kaylynn Short, Randy Lagerblade, Kim Knight, Minka Lisinovic, Terri Walker, Tracie Kirkpatrick, Ermin Begovic, Melissa Mark, Pam Sullivan, and Denise Ragias.

Chapter President Kaylynn Short opened the meeting

1. Approve Minutes:
 - a. February 5: Lunch 'n Learn & Webinar
 - b. February : CEC Meeting
 - i. Motion to approve, Minka Lisinovic, and second, Denise Ragias: Motion Passed
2. Approve Treasurer's Report as of February 29, 2020
 - a. Motion to approve, Ermin Begovic, and second, Melissa Mark: Motion Passed
3. Lunch 'n Learns & Webinars
 - a. March 12th: Grimes Building, Room B50
 - i. NASACT Webinar on GREAT Act & Proposed Revisions to the Uniform Guidance
 1. Room Monitor/Run Computer/Complimentary Registration for the Webinar: Angie James
 2. Sign-in sheets for webinar: Pam Sullivan
 3. Email material to registrants of webinar: Pam Sullivan
 4. Greeter at the registration table: Kaylynn Short
 5. Community Service: Everyone Wins! Iowa
 - a. Melissa will pass around the Donation Envelope
 6. Spring Seminar Promotion: Early Bird pricing ends Friday March 13th
 - b. March 25th: Grimes Building, Room B100
 - i. Lunch 'n Learn Speaker: David Johnston Homeland Security
 1. Ermin Begovic has requested the Presentation and Bio
 - ii. CGFM Month: Pizza Party!
 1. Number of Pizzas: 9 maybe 10
 - a. Types of Pizzas: Cheese, Veggie, Hamburger, Taco, Pepperoni & Black Olive, other mixed
 - b. Beverages: 6 – 2 liter (diet and regular of each)
 - c. Cupcakes: 2 packs of 15
 - i. Tracie Kirkpatrick will purchase
 2. CGFM Picture for the Website
 - a. Include in Eventbrite Invitation that all CGFS's should wear red to the Lunch 'n Learn
 3. Community Service: Everybody Wins! Iowa
 - a. Melissa will pass around the Donation Envelope
 - iii. Webinar on Cybersecurity
 1. Room Monitor/Run Computer/Complimentary Registration for the

Webinar: Angie James

2. Sign –in Sheets for Webinar: Pam Sullivan
 3. Email materials to registrants of webinar: Pam Sullivan
 4. Greeter at the registration table: Randy Lagerblade
4. Spring Conference Update (April 9th):
- a. Schedule is finalized!
 - b. Eventbrite page is set up and we already have several attendees signed up
 - c. Book room for Ann Ebberts at the Residence Inn
 - i. Minka Lisinovic will prepay for room using AGA debit card
 - d. Name Tags: Denise Ragias usually makes the name tags
 - e. Water bottles:
 - i. Agenda & Speaker Bios
 - ii. Membership Flyer
 1. Include cost comparison for price of CPE with AGA membership and without?
 - a. National has a flyer with key membership benefits on their website
 - i. Kaylynn Short will use National’s flyer as a starting point for the Des Moines Membership Benefits flyer
 - iii. Pens
 - iv. Any other items?
 - f. Denise Ragias needs all presentations to be uploaded to the chapter website
5. State Farm Insurance Renewal: \$325.00 due April 2nd
- a. Whose address is on the policy?
 - b. Should the address be updated annually?
 - i. Randy Lagerblade will call to inquire about policy and advise Minka Lisinovic about payment
6. Eventbrite: Noticed Deb Schroeder’s name and email was on the ticket confirmation. Kaylynn Short updated it to the AGA email, will need to keep an eye on it going forward, especially since Deb is now retired.
7. LEAD! 2020:
- a. Louise reached out to let Kaylynn Short know that we still have one available spot for LEAD! 2020
 - i. Terri Walker is going to attend as Incoming President Elect
 - b. Will the Chapter pay for checked bags?
 - i. Motion was made that the Des Moines Chapter would cover reasonable checked baggage cost for out–of-state travel by Kim Knight, and seconded by Pam Sullivan, all in favor, motion passed
8. Award Applications: Due March 31st
- a. Chapter Education Award?
 - i. Yes, based on 2018 calendar year education events/spring seminar
 1. Kim Knight will provide template to Kaylynn Short
 - ii. Chapter Website & Newsletter Awards
 1. Application has been made for both
 - iii. Any other Awards?
 1. No
9. Facebook Update:
- a. Old page was unpublished rather than deleted. It reopened when an attempt was made to create a new account

- b. Currently waiting the 14 days for the account to be officially deleted, then will attempt to set up NCC Rep account again.

10. Policies Update:

- a. Bylaws have been sent to Kim Knight, Kaylynn Short, and Randy Lagerblade for review
- b. Record Retention: will come after Bylaws and Policies and Procedures are complete

11. Young Professionals Update:

- a. Spring Seminar: Kaylynn Short sent student flyers to Sophia at Drake University for Sophia to forward to all BAP members
- b. Drake University: 2 students attended National Leadership Training (NLT)
 - i. Both are excited to start off our Seminar with 10 - 15 minutes about their experiences at NLT
 - ii. Kaylynn Short will forward the students names and emails so Pam Sullivan can enter them as speakers on Eventbrite
- c. Grandview University:
 - i. Rob Ruisch, Governmental & Non-Profit Accounting Professor, would love if we could visit either a class during the day or an event sponsored by the Accounting /Business Student Club in the evening
 1. Prasanna Bujimalla will follow up

12. 2020-2021 CEC Update:

- President: Randy Lagerblade
 - Immediate Past President/NCC Rep: Kaylynn Short
 - President Elect/Recognition: Terri Walker
 - Secretary: _____
 - Treasurer: Mihneta Lisinovic
 - Accountability: Kent Farver
 - CGFM/Professional Certification: Pam Sullivan
 - Early Careers/Young Professionals: Prasanna Bujimalla
 - Community Service: Kim Knight
 - Communications: Angela James
 - Education: Ermin Begovic
 - Membership: Janice Jensen
 - Chapter Historian/Bylaws & Procedures: Janice Evans
 - Webmaster: Denise Ragias
- a. Once all position are filled, we will need to vote on them at our May 13th Lunch 'n Learn
 - i. Put on Business Meeting Agenda

13. CEC Member Reports:

- a. Kaylynn Short:
 - i. The Law Library located on the 2nd floor of the Capital will take 2 CGFM binders and store them behind the Reference Desk.
 - ii. Will swap out the old for the new binders
 - iii. Invitation from Drake University's Beta Alpha Psi Chapter for 2 professionals to participate in a Speed Networking Event
 1. Kaylynn may attend, what to take?
 - a. HRE Flyers?
 - b. Information on State Jobs?
 - c. Cities/counties/federal?
 - d. AGA
- b. Minka Lisinovic:

- i. Will purchase 2 sets of the CGFM Study Guides
 - ii. Found checkbook from 2016 with blank checks
 - c. Janice Jensen:
 - i. At goal for Recognition
 - d. Melissa Mark:
 - i. Provided final numbers for the Food Bank of Iowa, did National match?
 - ii. Reach out to Louise Burnette at National concerning match
 - iii. Discuss at the next CEC meeting who will attend the dinner with Ann Ebberts
 - iv. Make dinner reservation
 - e. Kim Knight: Suggested it be asked at LEAD 2020 for verification of Community Service matches
 - f. Kent Farver: Contacted the Johnston and Urbandale Financial Managers concerning the Spring Seminar
 - i. No responses
 - ii. Send email to other city Financial Managers?
 - g. Tracie Kirkpatrick:
 - i. 1 new member
 - ii. currently at 74 members, 41 who haven't renewed
 - iii. 11 members will receive Certificate Rewards at the Spring Seminar
 - iv. Lapel Pens from National
 - h. Kim Knight:
 - i. Reviewing Bylaws
 - i. Pam Sullivan:
 - i. Will send Eventbrite reminders
 - j. Terri Walker:
 - i. Asked Lisa Boes at Drake to hang up some student flyers around campus
- 14. February 14th email from Kaylynn Short concerning a NASACT webinar on March 12th
 - a. Motion to purchase, Kim Knight, and second, Kent Farver: Motioned passed
 - i. Janice Evens reserved room B50 at the Grimes Building
 - ii. Angie James to purchase Webinar
 - iii. Pam Sullivan to set up in Eventbrite and invite
- 15. March 12th email from Kaylynn Short to approve refunding the Department of Transportation the \$150.00 registration fee and cancelling Michelle Weiland's registration for the April 8th Webinar and the April 9th Seminar.
 - a. Motion to approve refund, Kim Knight, and second, Angela James: Motion Passed
 - i. Minka Lisinovic to process refund
 - ii. Pam to sign refund form and return to Minka Lisinovic
- 16. March 12th email from Kaylynn Short Cancel the March 25 lunch 'n learn and webinar due to the COVID-19 pandemic that is ever changing in our community and to request a refund from National for the webinar.
 - a. Motion to cancel, Kim Knight, and second, Angie James: Motion Passed
 - i. Tried to offer the webinar virtually to individuals, however, the registration deadline provided by National was extremely short and was not feasible.
 - ii. Kaylynn Short to contact Louise Burnette at National for a refund of the Webinar
 - iii. Denise Ragias to remove from chapter website

Next Meeting: Thursday, April 2, 2020 at 11:30am – 12:30pm, Hoover Building, A Level, Room 8

Meeting adjourned

Minutes submitted by: Terri Walker



**2019-2020 Meeting of the Chapter Executive Committee April
2, 2020 11:30 Conference Call**

Minutes

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

Chapter President Kaylynn Short opened the meeting

1. Approve Minutes:
 - a. March 4 – Webinar
 - b. March 5 – CEC Meeting
 - c. March 5 – Spring Seminar Planning Committee Meeting
 - d. March 12 – NASACT Webinar
 - i. Motion to approve by Kim Knight, and seconded by Minka Lisinovic: Motion Passed
2. Approve Treasurer’s Report as of March 31, 2020
 - a. Motion to approve by Denise Ragias, and seconded by Randy Lagerblade: Motion Passed
3. Refund Request – March 12th NASACT Webinar for Laura Rainey
 - a. She didn’t realize it was an in-person training and she lives in Virginia.
 - b. Refund her payment of \$20.00 via original form of payment.
 - i. Motion to approve by Janice Evans, and seconded by Kim Knight: Motion Passed
 1. Minka will process refund
4. CGFM Appreciation Month Update –
 - a. Kaylynn Short suggested that we offer pizza/cupcakes at July 15th NASACT - GASB Update
 - b. Free for Members & \$15 for non-members as a Thank You for bearing with us during the cancellations. Or even half off?
 - i. Will take vote at the May 7th CEC meeting
 - c. Ermin Begovic will look into getting a Lunch ‘n Learn speaker for July 15th.
5. Spring Seminar Update –
 - a. All speakers have been notified of cancellation
 - b. All registrants have been notified of cancellation
 - i. A survey is going out to registrants to see what they prefer; if we completely cancel or reschedule the seminar?
 1. Kaylynn Short was unable to access the SurveyMonkey National account, sent email to National
 - ii. Asking for best month to reschedule, if that is their preference.
 1. October or November
 2. Also asking if they have other training ideas besides an all-day spring seminar that would work for them.
 - a. Kim Knight inquired if survey will be sent to the person who purchased the Spring Seminar tickets or to individual registrants
 - b. Randy Lagerblade asked if the survey will be sent to AGA members or everyone on the Eventbrite list.
 - i. The survey will be sent to everyone on the Eventbrite list and will include the following yes or no question: Did you

register for the Spring Seminar?

- c. Refunds – Planning Committee believes that it would be best to refund all registrants 100% via original form of payment. Eventbrite Gross Sales = \$13,760
 - i. \$12,655 will be refunded through PayPal for Credit Card Payments received
 - ii. \$990 will be refunded via check
 - 1. \$415 written to IA Lottery
 - 2. \$575 written to individuals (Minka, Janice Jensen, Andy Nielsen, Deb Schroeder and Penney Sells)
 - a. Kaylynn will send email to those who paid by check to see where they would like their refund mailed.
 - i. The refund emails will be sent separately from the survey emails
 - 1. Registrants will be notified to expect their refunds within 7 to 10 days
 - iii. \$115 for Marie Hawthorn will be cancelled
 - 1. Payment was not received/deposited as of April 1st.
 - iv. Motion to refund registrants for the Spring Seminar and send survey made by Janice Evans, and seconded by Kim Knight: Motion Passed
 - d. Venue has been contacted – Jennifer at FFA Enrichment Center is open to refunding or rolling the deposit if we reschedule for the Fall/Winter.
 - i. Will contact after survey results are received and decision has been made.
 - e. Hy-Vee order has been cancelled – will work with us in the future if we reschedule the seminar.
 - f. E-mail for the April 8th Ethics Webinar was sent to all registrants.
 - i. Figured since people were missing out on 8 hours of CPE from the Spring Seminar we should send the invite to all, even those not originally registered for the webinar.
6. Award Applications – Due March 31st.
 - a. Chapter Education Award – Submitted March 27th
7. State Farm Insurance Renewal – \$325.00 due April 2nd -
 - a. Randy talked with Adam at State Farm and he is mailing updated forms with new information, we have 30 days until our policy expires, so we can pay it by the end of April and still be good.
 - i. The policy provides liability and theft protection
 - ii. Minka Lisinovic will send check with the original invoice
 - b. Will need a policy in place to update location on insurance policy with incoming President's address (president-elect each April)
8. Newsletter Articles Due to Angie by April 17th
 - a. Do we want to put the awards ceremony as an article in the Newsletter, since we had to cancel the seminar?
 - i. Yes, Tracie Kirkpatrick will provide Angie James with the information
 - ii. Mail pins and certificates?
 - 1. The certificates will be mailed once Kaylynn Short signs them
 - 2. Pins will be handed out once everyone returns to work
9. Membership Renewals – Due March 31st: National extended to June 30th
 - a. Still had 21 members who needed to renew for the 2020-2021 program year.
 - b. 3 of whom are CEC members
10. Lunch n' Learn & Webinar –
 - a. May 13th – Grimes Building, Room B100
 - b. Janice Evans mentioned that all events through June 30th would need to be cancelled at the Grimes building

- i. The Lunch 'n Learn is canceled
- ii. Webinar on Data Analytics
 - 1. Kaylynn Short will contact National
 - a. Are the Webinars recorded? If yes, can it be made available to show at a later date?
 - b. Will individual registration be available?

11. LEAD! 2020 –

- a. Postponed until July 16 – 18th – leads into PDT now.

12. Policies:

- a. By-Laws are being reviewed and hope to have final version to CEC for approval at May 7th CEC meeting.

13. 2020-2021 CEC Update:

- President – Randy Lagerblade
 - Immediate Past President/NCC Rep – Kaylynn Short
 - President Elect/Nominations/Recognition – Terri Walker
 - **Secretary** – _____
 - Treasurer – Mihneta Lisinovic
 - Accountability – Kent Farver
 - CGFM/Professional Certification – Pam Sullivan
 - Early Careers/Young Professionals – Prasanna Bujimalla
 - Community Service – Kim Knight
 - Communications – Angela James
 - Education – Ermin Begovic
 - Membership – Janice Jensen
 - Chapter Historian/Bylaws & Procedures – Janice Evans
 - Webmaster – Denise Ragias
- a. Once we have all positions filled, we will need to vote on them at our May 13th Lunch n' Learn
 - i. To fill the position of Secretary, it was suggested to try to get the Auditor's Office more involved.
 - 1. Randy will email Ernie Ruben at AOS to see if there would be interest from anyone to fill the position. Having the capability to conference call every meeting may make it easier to get someone to volunteer, since they could participate even when traveling or at a client.
 - ii. Does National have procedures for voting in absentia?

14. CEC Member Reports:

- a. Kim Knight: Still reviewing the Bylaws, Janice Evans has done a good job.
- b. Denise Ragias: Lunch 'n Learn and Webinars for the Des Moines chapter is included on National's calendar. This is why Kaylynn Short was receiving email inquiries.
 - i. Denise will update the information with AGA's email
- c. Janice Jensen: Recognition was submitted to National on time
 - i. On track to meet our goal

Next Meeting: Thursday, May 7, 2020 @ 11:30am – 12:30pm, Hoover Building, A Level, Room 8

Meeting adjourned

Minutes submitted by: Terri Walker



**2019-2020 Meeting of the Chapter Executive Committee May
7, 2020 11:30 Conference Call**

Minutes

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

Chapter President Kaylynn Short opened the meeting

1. Approve Minutes
 - a. March 31 – Spring Seminar Planning Committee Meeting
 - b. April 2 – CEC Meeting
 - c. April 8 – Ethics Webinar
 - i. Motion to approve by Janice Evans, seconded by Kim Knight: Motion Passed
2. Approve Treasurer’s Report as of April 30, 2020
 - a. Motion to approve by Kim Knight, seconded by Janice Jensen: Motion Passed
3. Webinar
 - a. May 13th – Fraud/Data Analytics - Online
 - i. Voucher codes for up to 30 attendees will be provided by National for them to register to view independently
 - ii. E-mailed instructions & voucher codes to those registered (26) Tuesday May 5th
 - iii. Substitution Request by AOS
 1. Annette Campbell is no longer able to make the webinar and Melissa Finestead would like to attend
 - a. Motion to approve, Denise Ragias, seconded by Minka Lisinovic: Motion Passed
 - b. May 19th – Impacts of COVID-19 on all levels of Government (Free Members Only Webinar) 1:00-2:50 PM – 2 CPE
 - i. Denise Ragias will add to website
 - c. June 10th – Leadership
 - i. Voucher codes for up to 30 attendees will be provided by National for them to register to view independently
 - ii. Do we think we need to purchase more codes? Would cost the same as what we originally paid for the webinar (\$236 = 30 codes)
 1. Ask if AOS will be sending anyone to see if more will be needed
 - iii. Do we think we will be back at work and be able to host a Lunch n’ Learn by June 10th?
 1. Unlikely to be back in the office.
 - iv. Should we attempt a virtual Lunch n’ Learn?
 1. No, as the attempt to hold this month’s CEC meeting virtually failed. Holding a virtual Lunch n’ Learn would be even more difficult
 - d. June 11th – Free for Members PIO/CFO Summit
 - i. Don’t know that it is very relevant to State Employees, but it is 4 free CPE if you need CPE

- ii. Event is from 6:30 – 11:10 AM

4. Policies

- a. By-Laws have been updated. If they look good to the CEC, then we just have to have the Chapter vote to approve them
 - i. Janice Evans thanked Randy Lagerblade and Kim Knight for their input
- b. Create a survey and send to chapter members to vote on the By-Laws and the 2020-2021 CEC.
 - i. Kaylynn Short will send to CEC for review before sending to members

5. 2020-2021 CEC Update

- President – Randy Lagerblade
- Immediate Past President/NCC Rep – Kaylynn Short
- President Elect/Nominations/Recognition – Terri Walker
- Secretary – _____
- Treasurer – Mihnetta Lisinovic
- Accountability – Kent Farver
- CGFM/Professional Certification – Pam Sullivan
- Early Careers/Young Professionals – Prasanna Bujimalla
- Community Service – Kim Knight
- Communications – Angela James
- Education – Ermin Begovic
- Membership – Janice Jensen
- Chapter Historian/Bylaws & Procedures – Janice Evans
- Webmaster – Denise Ragias

6. Seminar Update

- a. Survey Results (distributed previously) – 52 responded
 - i. First Question -
 1. 50 were registered for April 9th
 2. 2 were not registered for April 9th
 - ii. Second Question
 1. 1st choice – October 8th (27 people picked as first choice)
 2. 2nd choice – November 5th (16 people picked as first choice)
 3. 3rd choice – Cancel (9 people picked as first choice)
 - iii. Suggestions:
 1. Extend Lunch n’ Learns to include more than 1 hour of CPE
 2. Hold half day seminars
 3. Move seminar and Lunch n’ Learns to virtual format
 - a. Could consider looking into
 - i. GoToWebinar/GoToMeeting
 1. The GoToWebinar have had several connection problems recently
 2. Cost about \$16/month
 - ii. Cisco – Webex Events
 1. Have had good luck with these
 2. Can do Attendance Check-In’s/pop-ups
 3. Free for up to 100 Participants
- b. Refunds – All refunds have been issued
- c. Request refund from FFA
 - i. Will revisit whether or not to hold seminar in the late fall/early winter at a later date

7. CGFM Appreciation Month Update:
 - a. Plan to offer pizza/cupcakes at July NASACT – GASB Update
 - b. Only charge half price
 - c. Motion to purchase July webinar at June CEC meeting
8. CEC Member Reports:
 - a. Tracie: 1 new member 75 active members, 15 members have not renewed
 - b. Janice Evans: Does CEC vote on by-laws first? No, will review before sending to members, but will vote at same time

Next Meeting: Thursday, June 4, 2020 @ 11:30am – 12:30pm, Conference Call

Meeting adjourned

9. Minutes submitted by: Terri Walker



**2019-2020 Meeting of the Chapter Executive Committee June
4, 2020 11:30 Conference Call
Minutes**

Attendance: Kaylynn Short, Randy Lagerblade, Kim Knight, Minka Lisinovic, Terri Walker, Tracie Kirkpatrick, Angie James, Ermin Begovic, Melissa Mark, Pam Sullivan, Janice Evans, and, Denise Ragias

Chapter President Kaylynn Short opened the meeting

1. Approve Minutes
 - a. May 7 – CEC Meeting
 - b. May 13 – Webinar
 - i. Motion to approve by Kim Knight, seconded by Angie James: Motion Passed
2. Approve Treasurer’s Report as of May 31, 2020
 - a. Motion to approve by Randy Lagerblade, seconded by Pam Sullivan: Motion Passed
3. Webinar
 - a. June 10th – Leadership
 - i. Voucher codes for up to 30 attendees will be provided
 - ii. Voucher codes and instructions will be sent out as soon as they are received from National
 1. 30 out of the 30 sold
 - b. June 24th – CARES Act/The Great Act
 - i. Denise Ragias contacted National and they were able to move our paid March 25th registration to this one at no additional cost
 - ii. Voucher codes for up to 30 attendees will be provided
 1. Pam will send Eventbrite invites on June 11th and a follow up email on June 18th
 - c. NASACT Webinar – July 15th
 - i. Contacted NASACT to see what our options would be if we couldn’t watch the webinar as a group
 - ii. NASACT said we could forward the webinar link we receive when we purchase the webinar to all that register with us
 1. There is no limit to registration as NASACT uses letter system for attendance
 - iii. Do we want to purchase the July 15th NASACT webinar?
 1. Motion to purchase by Kim Knight, seconded by Denise Ragias: Motion Passed
 - a. Angie James will purchase
 - b. Denise Ragias will put information on website
 - c. Pam Sullivan will send Eventbrite invites on June 25th or 26th
 2. Do we still want to offer the webinar at half off normal prices?
 - a. Kim Knight suggested we wait until we can meet face to face
4. Newsletter Articles to be submitted to Angie James by June 12th
5. National Community Service Fund (NCSF) fundraiser – PDT 2020
 - a. National wants to know if we are interested in participating this year, since PDT is 100% virtual

- b. Usually we donate a raffle item
 - c. Not sure how it would work, they are just asking if we are interested in participating
 - i. Donate a raffle item?
 - 1. How would it work? Where would it be shipped to?
 - a. Budgeted for \$50.00
 - ii. Participate in the Chapter Challenge? (Just donate money)
 - 1. Minimum is \$100.00
 - a. Janice Evans moved to participate, seconded by Kim Knight:
Motion Passed
 - i. Minka Lisinovic will send a check for \$100.00
6. Community Service – Do we want to send our normal chapter match to those charities that we were supposed to support in March/April and May/June?
 - a. We could try and figure out how to add a donate button to Eventbrite, so we can raise funds going forward. Or set up a separate Eventbrite to send out to people
 - i. Melissa Mark has sent the March/April donations for Everybody Wins! Iowa to National for match and has been closed.
 - ii. May/June Kim Knight proposed giving \$50.00 donation from the Chapter to the Can Do Cancer website
 - 1. Kim Knight moved to send \$50.00 donation, seconded by Janice Evans:
Motion Passed
 - 2. Melissa Mark will turn into National for match
7. Policies
 - a. By –Laws were approved by the Membership May 22nd & sent to National on May 26th
 - b. Policies & Procedures Manual needs updated next
 - i. Have everyone on the CEC work on own section, due by the end of July
8. CRP – Janice Jensen submitted the final CRP report at the end of May
 - a. Louise contacted Kaylynn Short to let her know that we received Platinum status!
 - b. Next year there is a new program called ACE Awards, more information is in the Chapter Resources section on the website
 - i. Write own goals?
 - ii. How would that work?
9. Louise emailed to let Kaylynn Short know that we still have 21% or 15 members who have not renewed.
 - a. Members have been emailed twice with only 2 responses
 - b. Could be retired, but not updated as such?
 - c. Will reach out again
 - i. Tracie Kirkpatrick will not be renewing at this time
 - ii. Prasanna Bujimalla has not renewed: will need to in order to stay on CEC for 2020-2021
10. 2020-2021 CEC Update
 - President – Randy Lagerblade
 - Immediate Past President/NCC Rep – Kaylynn Short
 - President Elect/Nominations/Recognition – Terri Walker
 - **Secretary** – _____
 - Treasurer – Mihneta Lisinovic
 - Accountability – Kent Farver
 - CGFM/Professional Certification – Pam Sullivan
 - Early Careers/Young Professionals – Prasanna Bujimalla
 - Community Service – Kim Knight

- Communications – Angela James
- Education – Ermin Begovic
- Membership – Janice Jensen
- Chapter Historian/Bylaws & Procedures – Janice Evans
- Webmaster – Denise Ragias

a. Approved by the Membership on May 22nd

i. Kaylynn Short has volunteered to take on the duties of Secretary for 2020-2021.

11. CEC Member Reports:

a. Randy Lagerblade – will be sending invites for June 25 at 11:30 for planning, new letterhead and PO Box transition

b. Kim Knight – will be attending a Governance Committee meeting on June 26th.

i. Asked if everyone was registered for PDT?

1. Randy Lagerblade – No

2. Kaylynn short is due a refund for registering last year

ii. It is currently unknown whether or not the Walk to End Alzheimer's is on this year

c. Angie James – July 15th NASACT Webinar has been purchased

d. Ermin Begovic – FFA can keep the \$250.00 deposit for next year's seminar, as the dates are beginning to fill for spring events.

i. The Ethics Webinar date is set for April 7th

ii. Ermin will see if April 8th is available for Spring Seminar

e. Janice Evans

i. Working on Historical Report

ii. Rooms are reserved if needed next year for Lunch n' Learns and Webinars

f. Denise Ragias – Volunteer of the Year?

i. Kaylynn Short – no volunteer was nominated for Volunteer of the Year

ii. Tracie Kirkpatrick is putting the points together for Member of the Year

iii. Platinum and Education Award, are there others?

iv. What needs updated?

1. Schedule

2. Anything else for 2021?

12. Thank you from Kaylynn Short to CEC for all of the hard work done this year

a. Thanks to Kaylynn from CEC!

13. Next Meeting:

a. Randy will be sending out invites for his planning meeting

Meeting adjourned

June 10, 2020 - Business conducted via E-mail

1. Motion to issue a refund to Janice Jensen for the June 10th Webinar was made by Denise Ragias, seconded by Pam Sullivan. All voted in favor, motion passed.

2. Motion to issue a refund to Lisa Dooly for the June 10th Webinar was made by Minka Lisinovic, seconded by Randy Lagerblade. All voted in favor, motion passed.

June 12, 2020 – Business conducted via E-mail

1. Motion to issue a refund to Teresa Rotschafer for the June 10th Webinar was made by Prasanna Bujimalla, seconded by Terri Walker. 12 voted in favor, 3 voted against, motion passed.

June 16, 2020 – Business conducted via E-mail

1. Motion to issue a refund to Terri Walker for the June 24th Webinar was made by Denise Ragias, seconded by Kim Knight. All voted in favor, motion passed.

Minutes submitted by: Terri Walker