



**2019-2020 Meeting of the Spring Seminar Committee
November 7, 2019 12:30 Hoover Building, A Level, Room 8**

Minutes

Attendance: Kaylynn Short, Minka Lisinovic, Terri Walker, Ermin Begovic, and Melissa Mark

Chapter President Kaylynn Short opened the meeting.

1. Spring Seminar April 9, 2019, Current schedule:
 - a. 07:30am – 07:55am Registration and Continental Breakfast
 - b. 07:55am – 08:00am Opening remarks:
 - i. Kaylynn Short, AGA Des Moines Chapter President 2019-2020
 - c. 08:00am – 09:00am Internal Controls:
 - i. Rob Sand, Auditor of State
 - d. 09:00am – 09:50am *Unknown*
 - i. *Ernie Almonte, AGA National President (not confirmed)*
 - e. 09:50am – 10:10am Break
 - f. 10:10am – 11:00pm *Unknown*
 - i. *Unknown*
 - g. 11:00am – 12:00pm Overview of Iowa State Taxes:
 - i. Mary Mosiman, Tax Management Deputy Director and Administrator – Iowa Department of Revenue
 - h. 12:00pm – 12:10pm Awards Ceremony & Introduction of CEC for 2020-2021:
 - i. Kaylynn Short, AGA Des Moines Chapter President 2019-2020
 - ii. Tracie Kirkpatrick, Chapter Membership Director
 - i. 12:10pm – 1:00pm Luncheon by Hy-Vee Catering
 - j. 1:00pm – 2:40 Ethics:
 - i. Lance Noe, Director of the Center for Professional Studies and Instructor at Drake University
 - k. 2:40pm – 2:55pm Break
 - l. 2:55pm – 3:45pm *Unknown*
 - i. *Unknown*
 - m. 3:45pm – 4:35pm *Unknown*
 - i. *Unknown*
 - n. 4:35pm – 4:40pm Closing – Final Remarks
 - i. Kaylynn Short, AGA Des Moines Chapter President 2019-2020
2. Other possible speakers:
 - a. Does National have a list of public speakers?
 - b. Hy-vee Corporate will not be able to speak due to pending lawsuit
 - c. Drake accounting professor
 - d. Tech and IT - OCIO
 - e. University Coach
 - f. Stress training provided by a DPS employee that Melissa Mark is acquainted with
 - g. Disaster recovery plan
 - h. Public Accounting Firms
3. Catering will be provided by Hy-Vee Prairie Trail Catering
 - a. Ermin Begovic will get a catering menu and prices
4. Give away water bottles with AGA logo that contains pens and flyers (ex. The CPM Cohort program at Drake)

5. Advertisement:
 - a. Begin presenting flyers at Lunch n' Learn and Webinars
 - b. Advertise in late January, early of February
6. What is the early Bird price and dates?
 - a. Ticket purchase cutoff date March 15th

7. Next Meeting: Thursday, December 5, 2019 at 12:30pm – 1:00pm in the Hoover Building, A level, room 8.

Meeting adjourned.

Minutes submitted by Terri Walker.



**2019-2020 Meeting of the Spring Seminar Committee
December 5, 2019 12:30 Hoover Building, A Level, Room 8**

Minutes

Attendance: Kaylynn Short, Minka Lisinovic, Terri Walker, Ermin Begovic, Melissa Mark, Kim Knight

Chapter President Kaylynn Short opened the meeting.

1. Speaker Update

- a. Morning Sessions: 9:00 – 9:50am and 10:10 – 11:00am
 - i. National – Ernie is unable to attend, Louise is looking for someone else to present for us
 - 1. E-mailed Louise to see if Wendy Morton-Huddleston (VP) would be available to speak
 - a. Ann Ebberts is available to speak
 - i. Send email with request for topic
 - ii. Sean McCullough is unable to attend
 - iii. KPMG – Leases GASB 87
 - 1. This would be beneficial to all attendees and would possibly draw in local attendees
 - 2. Probably would want to have 2 hours to cover Leasee and Lessor perspectives
 - iv. Disaster Recovery Plans – Could reach out to David Johnston at Homeland Security
 - 1. This could help to draw more local governments
 - 2. Could also take up both morning slots if needed

2. Catering Update – Ermin

- a. Hasn't been able to speak directly to anyone at Hy-Vee to date
 - i. Printed out online catering menu for meeting
 - 1. Chose the Continental Breakfast at \$8.00 per person
 - a. Assorted bagels and pastries, fruit, orange juice, and coffee.
 - 2. Chose the Two Entrees at \$15.00 per person for lunch
 - a. Entrees:
 - i. Herb-roasted chicken
 - ii. Meatloaf
 - b. Side dishes (3):
 - i. Garden salad
 - 1. Available dressings?
 - ii. Oven roasted vegetables
 - iii. Oven roasted red potatoes
 - iv. Another side at \$1.00 per person?
 - c. Dessert:
 - i. Brownies

3. Water Bottles

- a. Contacted two TSB's in Des Moines: Impact and Primary Source
 - i. Impact – 32 oz. Guzzler Transparent Sports Bottle with Snap Lid
 - 1. Will offer 500 quantity at \$2.25 each for 200 bottles
 - 2. Set-up cost is \$55.00
 - 3. 2nd color imprint \$0.40 each and another set- up fee of \$55.00
 - 4. Total cost for \$640.00 plus taxes and shipping
 - ii. Primary Source – 24 oz. Slim Fit Water Sports Bottle
 - 1. Two options offered on quote
 - 2. E-mailed for quote on 32 oz.



**2019-2020 Meeting of the Spring Seminar Committee January
7, 2020 12:30 Hoover Building, A Level, Room 4**

Minutes

Attendance: Kaylynn Short, Minka Lisinovic, Terri Walker, Ermin Begovic, and Melissa Mark

Chapter President Kaylynn Short opened the meeting.

1. Speaker Update
 - a. Morning Session: 10:10am – 11:00am
 - i. David Johnston at Homeland Security to speak on Disaster Recovery Plans
 1. Hopefully this will draw more local governments.
 - b. Afternoon Session: 3:45pm – 4:35pm
 - i. Karen Austin to speak on Investments
 1. Will help to draw more local governments as well as be beneficial to all personally too.
2. Catering Update – Ermin Begovic
 - a. Has meeting with Hy-Vee this week.
 - i. Pricing & options: remember to add on the 10% fee.
 - ii. Will replace the Oven roasted red -potatoes with Au gratin potatoes
3. Water Bottles: Purchased & received
4. Budget: Review updated draft budget
 - a. Estimate \$5,500
 - b. 4 Options for Hotels with State rates in Ankeny
5. Flyers – Do we want to create a flyer to send to local Governments?
 - i. Yes, Kaylynn Short will begin creating one
 1. Hand out at February's Lunch n' Learn
6. When to open up Eventbrite?
7. Create a Thank You e-mail to send to all speakers with all details outlined and information we need from them identified with dates needed.
8. Dinner with Ann?
 - a. Open to CEC members and spouses.
 - b. Ankeny restaurants?
9. Next Meeting: Tuesday, February 6, 2020 at 12:30am – 1:00pm in the Hoover Building, A level, room 8

Meeting adjourned.

Minutes submitted by Terri Walker.



**2019-2020 Meeting of the Spring Seminar Committee March 5,
2020 12:30 Hoover Building, A Level, Room 8**

Minutes

Attendance: Kaylynn Short, Minka Lisinovic, Terri Walker, Ermin Begovic, and Melissa Mark

Chapter President Kaylynn Short opened the meeting.

1. Melissa Mark: There is a new Deli Manager at the Hy-Vee catering the Spring Seminar
 - a. Will provide Ermin Begovic contact information
2. Registration Tables
 - a. Sign in sheets
 - b. Set name tags on bottles
 - c. When can we be there? 7:15am
 - i. Kaylynn Short, Melissa Mark, Ermin Begovic and Terri Walker
 - d. Assembly line? Sign in, name tags the water bottles?
3. Ermin Begovic will confirm snacks with FHA
4. Supply hand sanitizers by tables and before food.

Meeting adjourned.

Minutes submitted by Terri Walker.



**2019-2020 Meeting of the Spring Seminar Committee March
31, 2020 12:30 Conference Call**

Minutes

Attendance: Kaylynn Short, Minka Lisinovic, Terri Walker, Ermin Begovic, and Melissa Mark

Chapter President Kaylynn Short opened the meeting.

1. Speaker Update:
 - a. Eva Greder & Katie McCauley – Notified both on 3/17/20
 - i. Will keep them updated if the Seminar is rescheduled
 - b. Ann Ebberts – Notified David on 3/17/20 to let him know we would keep him informed if we scheduled a different date
 - c. Rob Sand, Tony Schwarz, Mary Mosiman, Lance Noe, and Karen Austin – sent an email to all speakers on 3/18/20
 - i. Will touch base with them when and if we decided to reschedule for summer/fall
 - d. Ermin Begovic confirmed all speakers have been notified
2. Venue Update:
 - a. FFA Enrichment Center – Cancellation Policy (Covid-19Policy):
 - i. Jennifer from FFA said that she would work with us, she could roll the deposit if we set a new date for summer/fall or she could refund us the deposit.
 1. She will be working remotely and would be available via email or cell phone
3. Catering Update:
 - a. Ermin Begovic called Hy-vee and cancelled our order
 - i. They will work with us if we reschedule
4. Registrants:
 - a. Sent email to all registrants informing them of cancelling the event on 3/18/20
 - b. Will send email to instruct them how they can register for the Ethics Webinar for free.
 - i. Send code in two batches
 1. One to those who have already registered for the webinar
 2. Second to everyone else
 - c. Will vote on Thursday to refund all registrants
 - i. Via original payment
 1. Except those who paid with EFT, will refund via check
 - ii. Kaylynn Short will provide a summarization of the amounts to be refunded by check, Paypal and Credit Cards.
5. New Date:
 - a. Poll registrants for their suggested month?
 - i. SurveyMonkey – Kaylynn will set up a survey using the National account and send to all registrants from the AGA email
 1. Multiple choice
 - a. October, November or Cancel?
 - i. Option for additional recommendation
 - ii. Kaylynn Short will have survey ready to be linked to refund email
 1. To be voted on during Thursday's CEC meeting

Meeting adjourned.

Minutes submitted by Terri Walker.