

AGA Des Moines Chapter
2020-2021 Planning Meeting of the Chapter Executive Committee
Thursday, June 25, 2020 11:30-12:30PM Google Meets
Minutes

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

Agenda:

1. Welcome and Introductions: President Randy Lagerblade opened the meeting, took roll call, and welcomed everyone.
2. 2020-2021 Chapter Plan – Due August 1: The 2019-2020 Chapter Plan was emailed to everyone by Kaylynn Short prior to the meeting. Updates to the plan for the 2020-2021 program year will be made at the July CEC meeting.
3. 2020-2021 Budget:
 - Budget will be based on a combination of the 2019 actuals and 2020 actuals. Adjustments will be made as necessary due to COVID-19 cancellations/changes.
 - Discussion regarding adding a tab/report that shows all outstanding checks. Minka will add it to the monthly financial statements file.
 - Minka will have the budget ready to review and approve at the July CEC meeting.
4. Items due within 90 days of June 30:
 - a. 2019-2020 Historian Report – Janice E.
 - Janice has started the Historian Report and will send out to everyone for review once it is done.
 - b. 2019-2020 Citizen's Centric Report – Kent
 - Kent will have the report done by the September 30 deadline.
 - c. 2019-2020 Annual review – TBD
 - Minka will ask Rosemary Johnson if she would be willing to complete the review again this year.

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- If Rosemary agrees, then Minka will forward her the PDF's of the bank statements.
 - Eventbrite purchases also need to be forwarded to Rosemary for her review.
 - Kaylynn will send Randy what she sent Rosemary last year. Randy will download and send the reports to Rosemary for the 2019-2020 year.
5. Lunch 'n Learns, Webinars, Seminar – National has set the 12 dates & topics – March & April and have 2 webinars each:
- a. Do we want to purchase all 12 National webinars?
 - Discussion was had about the uncertainty of future Lunch n' Learns and the more CPE we can offer at a decent price, during these unprecedented times, the better.
 - Kim Knight moved that the CEC purchase all 12 webinars. Janice Evans seconded. Motion approved.
 - Denise will fill out the Site Coordinator/Order form and give it to Minka to make the purchase.
 - b. Assuming we are able to gather in the future, do we want to return to the Lunch 'n Learn format?
 - Discussion about Grimes Building still being closed to the public. Will continue to offer Webinar only (virtually) for the time being, will reconsider as we move forward.
 - c. Do we want to try and accomplish an October 8th Seminar (Spring Makeup)?
 - Discussion about hosting a full-day or half-day in-person seminar vs virtual seminar. Was decided that October 8th was going to be too busy for several people, so planning the seminar would be difficult and attendance possibly limited. Will pass on offering a fall seminar.

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- Discussion on trying out a virtual lunch n' learn before trying to host an entire seminar. Open to the possibility if anyone wants to take it on as a project.
 - Ermin contacted FFA and April 8, 2021 is available for the Spring Seminar. Will reserve the room for that day and roll the 2020 deposit over for the reservation.
6. Eventbrite Access – Which CEC members should have access and at what levels:
- Currently Randy, Kim, Kaylynn and Pam have edit level access & Ermin and Minka have view only level.
 - Randy will contact Patricia Townsend to request Terri be added with edit level access and Kim be switched to view only level access.
- a. National was going to create a registration site we could use for free. Do we know anything new on this?
- Discussion on how National's registration system would require multiple event pages be set up for the same event in order to pick up all ticket types we sell. It was going to be too cumbersome to use when we looked at it last fall/winter. Decision was made that we will stick with Eventbrite.
7. PO Box Access:
- Kaylynn has been picking up mail (Kaylynn and Randy have keys and Kim, Kaylynn and Randy are authorized to make changes).
 - Was agreed that Terri should be listed as authorized to make changes.
 - Keys will stay with Kaylynn and Randy for now.
8. Procedure Committee:
- The Procedures Manual needs to be updated, last done in 2005.
 - Janice Evans is working on a Record Retention policy. Will send out for review once complete.

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- Each CEC member will review their own section of the Procedures Manual and send any changes/updates to Janice Evans by the August 6th CEC meeting.
9. Young Professionals:
- With the shut down due to COVID-19 all college activities have been put on hold or moved to virtual only.
 - Will re-group and discuss at the July CEC meeting.
10. Attending LEAD 2020! (July 9th) and PDT (July 20-22nd):
- Both are now virtual events
 - Randy, Terri & Kaylynn are all attending LEAD 2020!
 - Randy & Kaylynn are attending PDT 2020
 - Should be no additional expenses above the registration fees already paid for PDT.
11. CEC meeting location/dates:
- Meetings will continue to be on Thursdays from 11:30 – 12:30 PM. Meeting notices will be emailed to everyone.
 - Meetings will continue to be held remotely, until further notice, using the conference call line created last year.

Phone: (857) 216-6700

Conference Code: 292138

Host Code: 7771

- CEC Meetings will be on:

Thurs July 16	Thurs Oct 1	Thurs Jan 7	Thurs April 1
Thurs Aug 6	Thurs Nov 5	Thurs Feb 4	Thurs May 6
Thurs Sept 3	Thurs Dec 3	Thurs Mar 4	Thurs June 3

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12. Available Resources:

- Randy encouraged everyone to go out and look at all of the reports, documents, resources provided by National.

13. Other:

- Kim Knight, Community Service, shared that the six charities to support for 2020-2021 have been selected and provided to Denise. They have been posted to our website.
- Angie James, Communications, asked about using the templates received from National for the newsletter vs continuing with current layout/design. Randy and Kim expressed support for the current layout. It was decided to keep the newsletter as is with the current design.
- Denise Ragias, Webmaster, discussed comments received from National about the website design. One suggestion was to remove events from the calendar after they occur. Several CEC members voiced their support for keeping all events (current and past) on the calendar for the current program year. Was decided that the website would remain the same.

Meeting adjourned.

Minutes submitted by Kaylynn Short.

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July 16, 2020 11:30 am. Phone Conference
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Attendance: Angie James, Denise Ragias, Ermin Begovic, Janice Evans, Kaylynn Short, Kim Knight, Minka Lisinovic, Pam Sullivan, Prasanna Bujimalla, Randy Lagerblade

Agenda:

1. Minutes – 6/4/20 Final CEC Meeting of 2019-2020 year; 6/10/20 Leadership Webinar; 6/24/20 CARES Act/Great Act Webinar; 6/25/20 2020-2021 CEC Planning Committee: Distributed prior to meeting. Kim Knight moved to approve. Janice Evans seconded. Motion passed unanimously.
2. Treasurer's Report as of June 30, 2020: Distributed prior to meeting. The report shows a total asset balance of \$12,544.97. Denise Ragias moved to approve the 6/30/2020 Treasurer's report. Angie James seconded. Motion passed unanimously.
3. Treasurer's Budget Report for July 1, 2020 to June 30, 2021: Distributed prior to meeting. Budget shows total revenue of \$16,640.50 and expenses of \$16,562.00 for a budgeted profit of \$78.50 for the 2020-2021 program year. Pam Sullivan moved to approve the 2020-2021 budget as stated. Janice Evans seconded. Motion passed unanimously.
4. 2020-2021 Chapter Plan: Distributed prior to meeting. The Chapter Plan was reviewed and discussed. Several comments were received that the addition of the preface at the beginning of the plan, which outlines restrictions we have in place due to COVID-19, looked great. No changes were suggested. Ermin Begovic moved to approve the 2020-2021 Chapter plan. Kim Knight seconded. Motion passed unanimously.
5. PDT – Nashville 2021: There is an early registration discount of \$200 for attendees who register for the 2021 PDT during the 2020 Virtual PDT. Randy and Terri are both attending the virtual PDT this year and will be attending the Nashville PDT in 2021, so the Chapter could save a total of \$400. Registration is non-transferrable, however, substitution is allowed with the payment of the \$200 discount. Since registration is online, the Des Moines

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Chapter debit card could be used to purchase both Randy and Terri's registrations.

Kim Knight moved for Randy and Terri to register for the Nashville 2021 PDT, with the discount, using the Des Moines Chapter debit card. Janice Evans seconded. Motion passed unanimously.

6. 2019-2020 Annual Review – due by Sept 30:

- Rosemary Johnson will perform.
- Randy will download attendee reports from Eventbrite and send to Minka. Minka will forward the attendee reports and financial statements and bank statements to Rosemary, now that the June Financial report has been approved.

7. Webinars:

- a. Follow-up discussion on if the 12 AGA Webinars had been purchased for this year. Minka filled out the order form and mailed with check to AGA National. Denise, as the site coordinator, has been receiving individual confirmation emails for each webinar. Denise will forward the confirmation/receipt emails to Minka as she receives them.
- b. There was major technical issues with the July 15th NASACT GASB Review 2020 webinar. The webinar was cut short and NASACT is working to reschedule the webinar. Kim Knight has talked with NASACT and they don't want to limit attendance and are still looking for a solution.
 - i. Discussion on how to handle refunds and substitutions for the July 15th /rescheduled webinar. Decision was made to wait until new date and requirements are set before refunding fees.
- c. Reminder that there is a members-only Personnel/Human Resources webinar on September 2nd.
- d. First AGA hosted webinar is September 9th on Communications.
 - i. Voucher codes for up to 30 attendees will be provided

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8. Newsletter Articles – Angie: Newsletters are completed every other month. Next one will come out in August. Best estimate of when Angie needs the articles is August 14th. Will confirm date at August CEC meeting.

9. Community Service – July/August: Walk to End Alzheimer's is the July/August charity. The walk will be virtual this year on August 29th. Kim has a team again this year "Joyful Walkers". If interested in participating you can join the team and make a donation online or send a check made out to the Alzheimer's Association to Kim at her house and she will get it to the association. There are team T-Shirts (short and long sleeved) and Sweatshirts available this year. Contact Kim by July 31st to place your order. The Joyful Walkers will meet at Brookview Elementary school at 9:15 AM to walk one mile on August 29th.

The September/October charity is Iowa Remembers. There is an annual 5K walk/run for Iowa Remembers. Plan is to participate in this walk/run as well, depending on what form it takes (in-person or virtual). More information will be provided soon.

10. Policies & Procedures Manual: Reminded everyone to review and make any necessary updates to their respective position by the end of July.

11. Citizen Centric Report: Kent emailed Randy prior to the meeting to see if the CEC had any thoughts on working with National and a Graphic Design company as part of a pilot program to revamp the Citizen Centric report design. Discussion was had, several members expressed their support. Several members suggested asking National if there will be future costs to the chapter after the pilot program ends. Randy will pass on the CEC's feedback and have Kent follow-up with National.

12. CEC Member Reports:
 - Janice Evans, Bylaws & Procedures Director & Historian – Historian report is still in progress and will be done by the due date.
 - Kaylynn Short, Immediate Past President & NCC Representative & Secretary – Do we want a National Speaker at our 2021? We should

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get our request in early for a better chance at getting a speaker. Suggested offering to pay a flat \$ amount for the speaker, so they're responsible for their own travel arrangements. Kaylynn will send Randy a copy of what was entered as part of the application last year.

- Pam, CGFM/Professional Certification Director – While reading other AGA Chapter's newsletters, noticed several other Chapters offer reimbursement to members who pass the CGFM exams. Des Moines Chapter also has a policy. Will highlight in the Newsletter to try and attract more members to take the CGFM exams.
- Prasanna Bujimalla, Early Careers Director – Looking forward to being able to participate in College classes and clubs. Might have opportunities to participate virtually. Will have to wait to see what College will look like this fall.

13. CEC meeting location/dates: The next meeting is August 6th @ 11:30 via phone conference. Meeting notices have been sent.

Meeting adjourned.

July 22, 2020 – Business conducted via E-mail

1. Kim Knight moved to provide a new Eventbrite invitation to the 28 participants of the July 15th NASACT webinar, which was rescheduled to Thursday, July 23rd, with only 15 tickets available, on a first come first served basis. The remaining 13 registrants would then receive a refund. Terri Walker seconded. Motion passed with 12 votes in favor, 1 abstentions.

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August 6, 2020 11:30 a.m. Phone Conference
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Attendance: Denise Ragias, Ermin Begovic, Janice Evans, Janice Jensen, Kent Farver, Kim Knight, Kaylynn Short, Minka Lisinovic, Pam Sullivan, Prasanna Bujimalla, Randy Lagerblade, Terri Walker

Chapter President Randy Lagerblade opened the meeting.

1. Minutes – 7/16/20 CEC Meeting; 7/23/20 NASACT Webinar: Distributed prior to meeting. Minka Lisinovic moved to approve. Kim Knight seconded. Motion passed unanimously.
2. Treasurer's Report as of July 31, 2020: Distributed prior to meeting. The report shows a total asset balance of \$8,653.65. Denise Ragias moved to approve the 7/31/2020 Treasurer's report. Pam Sullivan seconded. Motion passed unanimously.
 - a. Discussion on using the Chapter credit card for submission of the chapter match to charities. Will only do during the COVID-19 pandemic. Using the card to pay the charity through each charity's website will cut down on Minka having to mail a check to the charity. Kim Knight will email Minka with the charity's donation link and the details of what was donated and the required Chapter match contribution after each charity is completed. Kim will also continue to send a letter to the charity outlining our donation.
3. PDT – Nashville 2021: Update was given that the Chapter was able to take advantage of the \$200 discount for Randy's registration for next year's PDT. The registration was purchased using the Chapter's credit card.
4. 2019-2020 Annual Review – due by Sept 30: Update was given that Minka has sent Rosemary everything that she needs to complete the review.
 - a. IRS Form 990 filing: Minka will go into the office in the next few days and get her information on the 990 and file the form.

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5. Webinars:

- a. The NASACT webinar originally scheduled for July 15th was re-scheduled to July 23rd after there were major technical issues. NASACT limited attendance to 15 spots per group. 10 members and 5 guests registered to attend the July 23rd GASB Review 2020 webinar on a first-come, first-serve basis. The remaining 13 ticket holders, who signed up for the July 15th webinar were refunded.
- b. Reminder that there is a members-only free webinar on September 2nd – the topic is Personnel/Human Resources.
- c. First AGA hosted webinar is September 9th on Communications.
 - i. Voucher codes for up to 30 attendees will be provided.
 - ii. Pam will send out the Eventbrite invitation on August 17th and sales will be open from August 17th to September 2nd, with only 30 tickets available.
- d. Denise mentioned that the website isn't updated for the program year yet and she will work on getting all future webinars posted to the website as soon as possible.

6. Newsletter Articles – Angie: Newsletter articles are due to Angie by Friday, August 14th.

7. Community Service –

- a. July/August: Charity is the Alzheimer's Association. Walk to End Alzheimer's event is on August 29th. Kim has assembled a team again this year - "Joyful Walkers". If interested in participating you can join the team and make a donation online or send a check made out to the Alzheimer's Association to Kim at her house and she will get it to the Association. This year's Walk will be virtual. However, the Joyful

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Walkers will meet at Brookview Elementary school at 9:15 AM to walk one mile on August 29th.

- b. September/October: Charity is Iowa Remembers. There is an annual 5K walk/run for Iowa Remembers. Plan is to participate in this walk/run as well, depending on what form it takes (in-person or virtual). The event will be held Sunday, September 27th at Raccoon River Park. Registration deadline is September 10th. This event isn't as team oriented as the Walk to End Alzheimer's, so when registering, enter "AGA Des Moines Chapter" in the Question for 5K box. Also, email Kim Knight if you do register so she can track for community service. Registration is \$35 for the in-person event or \$25 for virtual registration.
- c. Discussion on using Eventbrite to still "pass the envelope". Separate events would be set up for the two months each charity is supported. This way we can still collect donations even though we aren't currently meeting in person. Several expressed support for the idea. The question of still getting a tax deduction for the donation was brought up. Thought was that the Eventbrite and PayPal receipts could be used as support for the donation. Discussion on how often to send out the invites. Sending out each event invite at the beginning of the two month period would ensure we aren't bombarding our Eventbrite mailing list with too many invites/emails.

Kim Knight moved that the Des Moines Chapter use Eventbrite to "pass the envelope" for charitable contributions during the fiscal year & send invitations once per charity at the beginning of the first month to all contacts on the Eventbrite list. Minka Lisinovic seconded. Motion passed unanimously.

Kaylynn will send out the invitation for the Alzheimer's Association. Kim will include information about the Eventbrite process in her community services newsletter article.

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8. Policies:

- a. Policies & Procedures Manual: Janice Evans has received lots of sections and will start working on getting the manual updated.
- b. Discussion on providing certificates to CEC members when they leave the CEC board. Since the Membership Director does the certificates for member anniversaries, should they also do ones for CEC members? Janice Jensen is the Membership Director this year and agreed to look into doing something to recognize the CEC members when they leave the board.

Discussion on mailing out the member certificates and pins, which would have been done at the 2020 Spring Seminar. Kaylynn has not been to the post office to mail them due to the pandemic. Was decided to wait and hand them out at the 2021 Spring Seminar.

9. Citizen Centric Report: Kent provided an update on the pilot program National was promoting. There would be no cost to the Chapter to participate. After Kent expressed interest in participating, National sent a log-in to the Lucid Press site, which has different templates that we can use for the CCR. Kent will use the software when preparing this year's CCR to see how it goes.

- a. National reached out to the Chapter to see if we knew who currently does or is interested in doing a CCR. National is looking for a sample entity for their annual Government Finance Case Challenge. Kim Knight reached out to Nicci Lamb with the City of Urbandale to see if they would be interested in participating. Nicci is going to present the idea at Urbandale's Director meeting on Thursday, August 7th and get back to us.

10. Spring 2021 Conference: Scheduled for April 8, 2021. Discussion on keeping the same planning committee, with the exception of Melissa Mark, who is no longer on the CEC. Ermin, Minka, Terri and Kaylynn agreed to be on the

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planning committee again, Randy also will be on the committee. Randy submitted a request for a National AGA speaker. He requested Wendy Morton-Huddleston (President) or Ernie Almonte (Past-President).

- a. Discussion on sending an email to those who registered to attend the 2020 spring seminar. Need to inform them of the results of the survey completed in May. Randy will draft an email explaining that due to the continued uncertainty of COVID there will not be a fall seminar. Will promote the Technology & Transformation Summit (formally known as the Financial Systems Summit) as an opportunity to get CPE this fall. The Summit is on November 18th and is free for AGA members and \$125 for non-members. The Summit is worth up to 8 CPE.

An article will also be included in the newsletter to announce no fall seminar and promote the Summit and becoming a member.

11. Exam Reimbursement – Update: Pam reviewed the Des Moines Chapter policy on the CGFM examination. Members can be reimbursed up to \$100 per exam after they pass the exam. CEC board members can be reimbursed the entire fee for each exam. Pam plans on outlining our policy in the newsletter this fall and also again in the spring to help promote the CGFM certification.
12. Membership Points: Discussion on the number of points members can earn for each Chapter event and activity they attend. Janice Jensen mentioned the tracking spreadsheet shows the number of points assigned to each activity, but wondered if these points should be outlined in the policy and procedure manual while it is being updated. Current points being awarded are:
 - a. Attending a Webinar = 35 points
 - b. Attending a Lunch & Learn = 20 points
 - c. Bringing a guest to a Lunch n’ Learn = 10 points
 - d. Participating in Community Service = 15 points

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Discussion on adjusting the points due to the pandemic. Question was asked, if the points impact or are reported to National at all. These points are only used for awarding a Member of the Year Award each year. Since these points don't impact National, decision was made to leave point values the same and include them in the Policy and Procedure Manual.

Was pointed out that members could possibly bring a guest to a webinar, instead of or in addition to bringing a guest to a Lunch n' Learn. Janice Jensen will add "Bring a guest to a Webinar = 10 points" to the list of activities.

13. CEC Member Reports:

- Denise Ragias, Chapter Website Chair – Will get the website updated with upcoming events as soon as possible.
- Janice Evans, Bylaws & Procedures Director & Historian – Working on the Historian Report and the Policies & Procedure's Manual
- Janice Jensen, Membership Director – Latest issue of Membership Matters promoted National's membership drive and encouraged Chapters to get 40% of the members who did not renew their membership to do so by the end of August. Janice will send emails to those who have not yet renewed.
- Kaylynn Short, Immediate Past President/NCC Rep & Secretary – Mentioned that Terri, Randy and Kaylynn will be attending LEAD! 2020 on August 20th, finally!
- Minka Lisinovic, Treasurer – Asked about getting the CGFM Study Guides, the Chapter ordered last winter, to the State Library. Kaylynn will send Minka the email from her State Library contact, so Minka can schedule a time to drop off the study guides.
- Terri Walker, President Elect & Chapter Recognition Chair – The new ACE Awards require the Chapter to set Goals and point values. Will

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wait until after LEAD! for more information and to see what is required.

14.CEC Meeting location/dates: The next meeting is September 3rd @ 11:30 A.M. via phone conference. Meeting notices have been sent.

Meeting adjourned.

Minutes submitted by Kaylynn Short.

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Attendance: Denise Ragias, Ermin Begovic, Kent Farver, Kim Knight, Kaylynn Short, Minka Lisinovic, Pam Sullivan, Randy Lagerblade, Terri Walker

Chapter President Randy Lagerblade opened the meeting.

1. Minutes – 8/6/20 CEC Meeting: Distributed prior to meeting. Kim Knight moved to approve. Minka Lisinovic seconded. Motion passed unanimously.
 2. Treasurer's Report as of August 31, 2020: Distributed prior to meeting. The report shows a total asset balance of \$8,891.93. Ermin Begovic moved to approve the 8/31/2020 Treasurer's report. Terri Walker seconded. Motion passed unanimously.
 3. Minutes – 8/24/20 ACE Awards Discussion: Distributed prior to meeting. Pam Sullivan moved to approve. Minka Lisinovic seconded. Motion passed unanimously.
 - a. Terri Walker submitted the Chapter Goals and ACE form on September 1, 2020.
 4. LEAD 2020! Update was given by those who attended LEAD 2020! (Kaylynn, Terri & Randy). A few of the takeaways from the event were:
 - Since everything is virtual right now, there isn't a limit to who you get to be a speaker and you can look at expanding past local speakers.
 - Many chapters are taking advantage of the virtual options and are partnering up with one another to put on a virtual event. Splits the duties/costs.
- Randy expressed interest in being able to offer a virtual lunch n' learn to our members. Request for suggestions on how to go about it was made.
5. 2019-2020 Annual Review – due by Sept 30: Minka will follow-up with Rosemary to see where she is with her review.
 6. IRS Form 990 filing: Minka submitted the 990 on September 1st.

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7. Webinars:

- a. September 9th Communications webinar – As of the CEC meeting there were 23 registrants. Pam will send the voucher code instructions out to attendees by Friday, September 4th.
 - i. Request for refund: Refund form distributed prior to meeting. Jon Mader registered twice and would like a refund for one of his registrations. No objections to refunding the duplicate registration. Minka will process the refund.

8. Community Service:

- a. July/August: Walk to End Alzheimer's event was on August 29th. There were 16 people who showed up to walk the 1 mile in Waukee. The Chapter collected a total of \$900 for the Alzheimer's Association. 14 members and 1 non-member contributed. The Des Moines Chapter will match \$100, bringing total contributions to \$1,000. Kim submitted a request to National for them to match. National matches dollar for dollar up to \$500 and then 50% after that. National's match should be \$750. Kim will update the Chapter after she receives confirmation from National.
- b. September/October: Charity is Iowa Remembers, Inc. There is an annual 5K walk/run for Iowa Remembers. Plan is to participate in this walk/run as well, walk will occur in-person at the Raccoon River Park on Sunday Sept 27th. Registration is due September 10th. Use the team name: "AGA Des Moines Chapter" when registering. Kaylynn will send out the Eventbrite invite for the charity later today/tomorrow.

9. Policies:

- a. Policies & Procedures Manual: Janice Evans was not present at the meeting. Item tabled until next meeting.
- b. CEC Appreciation Certificates: Janice Jensen was not present at the meeting. Item tabled until next meeting.

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10. Fall 2020 Government Finance Case Challenge:

- a. AGA National has selected a city for the Government Finance Case Challenge and has asked the Des Moines Chapter to promote it to local Universities as it is a city in Iowa. Kaylynn has emailed the information to Drake and Grand View University Professors.
- b. Pam Sullivan will reach out to her contact at DMACC and get Kaylynn a name and email of someone to send the Case Challenge information to.

11. Spring 2021 Conference: Scheduled for April 8, 2021.

- a. Randy will send notice to Spring 2020 registrants in the next week or so outlining the following:
 - i. Spring 2020 canceled due to uncertainty with covid
 - ii. No Fall Conference – results of survey
 - iii. AGA National is hosting a Technology & Transformation Summit (formerly known as the Financial Systems Summit) on November 18th that is Free for members and \$125 for non-members and worth 8 CPE.

12. CEC Member Reports:

- Denise Ragias, Chapter Website Chair – Posted the picture from the Walk to End Alzheimer's Kim Knight sent her. Website should be updated for everything. Let Denise know if anything else needs to be added to the website.
- Kaylynn Short, Immediate Past President/NCC Rep & Secretary – Shared that Prasanna and Kaylynn will be presenting via Zoom on Governmental Accounting and AGA at the Drake Beta Alpha Psi night on September 9th.
- Kent Farver, Accountability Outreach Chair – Will be reaching out to CEC members for information as he completes the CCR.

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- Kim Knight, Community Service Director – Kim reminded everyone that if you sign up to walk in the Iowa Remembers walk to let her know. She will be walking and meeting those who want to walk at the Raccoon River Park. Kim is working on sending a follow-up letter to the Alzheimer's Association outlining our contribution.
- Pam Sullivan, CGFM/Professional Certification Director – Verified when we wanted the Eventbrite invitation sent out for the October 7th webinar on Internal Controls. Will send first invite on September 15th.

13.CEC Meeting location/dates: The next meeting is moved to October 8th @ 11:30 a.m. via phone conference. Meeting notices have been sent.

Meeting adjourned.

Minutes submitted by Kaylynn Short.

Meeting of the 2020-2021 Chapter Executive Committee
October 8, 2020 11:30 a.m. Phone Conference
Minutes

Attendance: Denise Ragias, Janice Evans, Kent Farver, Kim Knight, Kaylynn Short, Minka Lisinovic, Pam Sullivan, Randy Lagerblade, Terri Walker

Chapter President Randy Lagerblade opened the meeting.

1. Minutes 9/3/20 CEC Meeting and 9/9/2020 Webinar: Distributed prior to meeting. Kim Knight moved to approve. Minka Lisinovic seconded. Motion passed unanimously.
2. Treasurer's Report as of September 30, 2020: Distributed prior to meeting. The report shows a total asset balance of \$9,678.06. Pam Sullivan moved to approve the 9/30/2020 Treasurer's report. Kim Knight seconded. Motion passed unanimously.
3. ACE Awards: Discussion on if the Des Moines Chapter had any required state filings that needed to be done. No one was aware of any required state filings. No further action is required in regards to Item #3 of the ACE Awards.

Terri confirmed using July 1, 2020 as the date for completion for items 6 & 8 on the ACE Awards.

4. Website: Discussion on posting all educational events put on by other chapters and outside organizations. Many thought the postings were a great idea. If members are interested in seeking out trainings, they can easily find them on our website. Denise will continue to update the Des Moines Chapter website with training events held by other AGA Chapters and outside organizations as we become aware of them.
5. 2019-2020 Annual Review: Update was given that Rosemary had completed her review and the review letter was submitted to National AGA.
6. IRS Form 990 filing: Minka completed and filed on September 1st.
7. 2019-2020 Chapter History Report: Janice Evans completed and submitted to National AGA on September 29, 2020.

Meeting of the 2020-2021 Chapter Executive Committee
October 8, 2020 11:30 a.m. Phone Conference
Minutes

8. Webinars:

- a. October 7th Internal Control/Improper Payments webinar – There were 16 attendees.
- b. October 13th Members Only webinar COVID-19 First Series – This was highlighted in the Topics email National AGA sends out every two weeks. Will add to our website. Since all members get the Topics emails, Randy will highlight reading the Topics email for upcoming trainings in his President's Address in the Newsletter.
- c. November 4th Ethics webinar – Pam will send out the first invite on October 12th. Randy will reach out to Ernest Ruben at the Auditor's Office to see how many they are planning on registering. Depending on his answer more seats may need to be purchased.
- d. November 18th AGA's Technology & Transformation Summit (formerly known as the Financial Systems Summit) – Free for members and \$125 for non-members and worth 8 CPE.

9. Community Service:

- a. July/August: Walk to End Alzheimer's event – National agreed to the 50% match – Total donation to Alzheimer's Association was \$1,500.
- b. September/October: Iowa Remembers, Inc. One member participated in the walk/run on Sunday, September 27, 2020. Still collecting donations through the end of the month. Will include a reminder in the Newsletter & also on the Eventbrite Invite for the November 4th Ethics Webinar.

10. Policies:

- a. Policies & Procedures Manual: Janice Evans can start working on updating the manual now that the other deadlines have been met.
- b. CEC Appreciation Certificates: Janice Jensen was not present at the meeting. Item tabled until next meeting.

Meeting of the 2020-2021 Chapter Executive Committee
October 8, 2020 11:30 a.m. Phone Conference
Minutes

11. Spring 2021 Conference: Scheduled for April 8, 2021.

- a. Discussion on starting to plan a virtual spring conference. Don't want to get to February/March and then decide we have to go virtual, with nothing planned.
- b. Randy noted that the Indianapolis Chapter hosted a virtual speed networking event. He has asked them about the platform that they used.
- c. Kim suggested reaching out to local CPA firms to see if any of them would be interested in hosting the seminar virtually. Several other AGA Chapters have teamed up with CPA firms and those events seem to work well.
- d. State of Iowa is working with KPMG to manage the COVID relief fund distributions. This could be a good topic to include as part of the seminar and we could see if KPMG would be willing to host the event.
- e. Suggestion to ask National if there are any CPA firms that they work with regularly or would recommend partnering with was made.
- f. A meeting for the Planning Committee will be set up to go over some of these items.

12. CEC Member Reports:

- Randy Lagerblade, Chapter President – Angie James would like all newsletter items to her by October 15th.
- Kaylynn Short, Immediate Past President/NCC Rep & Secretary – Next NCC meeting is scheduled for October 23rd. Kaylynn provided an update on her and Prasanna's presentation at Drake University's BAP night on September 9, 2020. There was a good turnout of students and they seemed to enjoy the presentation. Hopefully we will be able to schedule a time to present to students in person next year. Kaylynn also volunteered to reach out to National to see how the Government Finance Case Challenge is going.

Meeting of the 2020-2021 Chapter Executive Committee
October 8, 2020 11:30 a.m. Phone Conference
Minutes

- Kent Farver, Accountability Outreach Chair – The Des Moines Chapter CCR Report was completed and submitted to National on September 30. The software templates National provided made it difficult to include local pictures, so stock photos were used this year. Kent volunteered to be a CCR reviewer this year, if anyone else would like to become a CCR reviewer this year, let Kent know.
- Kim Knight, Community Service Director – The November/December charity is Toys for Tots. Besides collecting monetary donations, there is also a virtual toy drive online and all toys ordered through the site will be delivered directly to Toys for Tots. If anyone participates in the toy drive, let Kim know so she can count it towards our Chapter's donation amount. The Eventbrite announcement will be sent out the beginning of November.

13. CEC Meeting location/dates: The next meeting is November 5th @ 11:30 a.m. via phone conference. Meeting notices have been sent.

Meeting adjourned.

Minutes submitted by Kaylynn Short.

AGA Des Moines Chapter
Meeting of the 2020-2021 Chapter Executive Committee
November 5, 2020 11:30 a.m. Phone Conference
Minutes

Attendance: Angie James, Ermin Begovic, Kaylynn Short, Minka Lisinovic, Pam Sullivan, Randy Lagerblade, Terri Walker

Chapter President Randy Lagerblade opened the meeting.

1. Minutes 10/7/20 Webinar and 10/8/20 CEC Meeting: Distributed prior to meeting. Ermin Begovic moved to approve. Minka Lisinovic seconded. Motion passed unanimously.
2. Treasurer's Report as of October 31, 2020: Distributed prior to meeting. The report shows a total asset balance of \$10,584.64. Pam Sullivan moved to approve the 10/31/2020 Treasurer's report. Terri Walker seconded. Motion passed unanimously.
3. Webinars:
 - a. November 4th Ethics webinar – There were 45 attendees. Experienced several issues with getting people registered, due to purchasing the 30 extra seats.
 - b. November 5th Annual FEI Drake Lecture Featuring David Vaudt – David will be reflecting on his career and important lessons learned. This opportunity has been posted on the Des Moines Chapter website.
 - c. November 18th AGA's Technology & Transformation Summit (formerly known as the Financial Systems Summit) – Free for members and \$125 for non-members and worth 8 CPE.
 - d. December 9th Internal Controls webinar – Pam will send out the first invite on November 9th. So far AGA National has not announced the speakers. Pam will send the Eventbrite invite out without speakers if they are not determined by Monday, November 9th.
4. Website: Will continue posting upcoming educational opportunities on the Des Moines Chapter website as they become known, as long as there is enough notice given.
5. ACE Awards: Pulse Check is due November 30th. National has posted a Best Practices Guide on the AGA website (under Chapter Resources/Admin & Operations/Reports & Reporting). Terri may need help accessing the membership reports needed to update our progress on our membership goals. Randy will help her with the reports, if needed.
6. Community Service:
 - a. November/December: Charity is Toys for Tots. The U.S. Marine Corps' premiere community action program and America's most popular Children's Christmastime Charity. The Eventbrite announcement was sent out November 2nd. Pam will add

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Meeting of the 2020-2021 Chapter Executive Committee
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Minutes

the Eventbrite link to the Invite for the December 9th webinar. Chapter will not be collecting toys in person, but will advertise the virtual opportunities to donate.

7. Newsletter: December articles are due to Angie James by Friday, December 11th.
8. Policies:
 - a. Policies & Procedures Manual: Janice Evans was not present at the meeting. Item tabled until next meeting.
 - b. CEC Appreciation Certificates: Janice Jensen was not present at the meeting, however, she emailed her update prior to the meeting. She has reached out to National for help with the certificates. She plans on following the same concept we currently do for recognizing member milestones (membership certificates with gold seals). Each CEC member leaving their position and/or the CEC altogether would receive a certificate, including the outgoing President. Janice Jensen will continue doing the membership certificates in 5 year increments, as we have always done.
9. Spring 2021 Conference: Scheduled for April 8, 2021.
 - a. Planning Committee: Ermin Begovic will be the chairperson of the Planning Committee. The planning committee members agreed to stay on the conference call after the CEC meeting ends to discuss the Spring Conference details.
 - b. Kim Knight suggested at the October CEC meeting reaching out to local CPA firms for partnering. Kim Knight was not present at this meeting, so will table idea until next meeting.
10. Virtual Lunch & Learn: Discussion on trying to organize virtual Lunch n' Learns to hold before monthly Webinars. Suggestion was made to host one as a test run prior to the Spring Conference (assuming the Spring Conference is held virtually). Will discuss more in depth in the Spring Conference Planning Committee meeting.
11. CEC Member Reports:
 - Janice Jensen, Membership Director – Currently have 68 members with 4 new members since August. Currently have a couple student members and no e-professor members.
 - Kaylynn Short, Immediate Past President/NCC Rep & Secretary – The NCC meeting originally scheduled for October 23rd was rescheduled for November 9th.
12. CEC Meeting location/dates: The next meeting is December 3rd @ 11:30 a.m. via phone conference. Meeting notices have been sent. There is a chance Randy Lagerblade,



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Meeting of the 2020-2021 Chapter Executive Committee
November 5, 2020 11:30 a.m. Phone Conference
Minutes



Chapter President may be late, Terri Walker, Chapter President Elect will start the meeting if Randy is late.

Meeting adjourned.

Minutes submitted by Kaylynn Short.

Meeting of the 2020-2021 Chapter Executive Committee
December 3, 2020 11:30 a.m. Phone Conference
Minutes

Attendance: Angie James, Denise Ragias, Ermin Begovic, Janice Evans, Janice Jensen, Kaylynn Short, Minka Lisinovic, Pam Sullivan, Terri Walker

Chapter President Elect Terri Walker opened the meeting.

1. Minutes 11/4/2020 Webinar and 11/5/2020 CEC Meeting: Distributed prior to meeting. Minka Lisinovic moved to approve. Ermin Begovic seconded. Motion passed unanimously.
2. Treasurer's Report as of November 30, 2020: Distributed prior to the meeting. The report shows a total asset balance of \$11,365.18. Pam Sullivan moved to approve the 11/30/2020 Treasurer's report. Angie James seconded. Motion passed unanimously.
3. Webinars:
 - a. December 9th Internal Controls webinar – There are 27 registered to attend. Instructions were emailed out to attendees earlier in the morning (12/3/2020).
4. Website: Denise posted information about the New York Chapter's webinar. Will continue to post upcoming educational opportunities on the Des Moines Chapter website as they become known.
5. ACE Awards: Terri emailed the pulse check to National on November 30th. We are on track for meeting our goals.
6. Community Service:
 - a. November/December: Charity is Toys for Tots. The U.S. Marine Corps' premiere community action program and America's most popular Children's Christmastime Charity. The cut-off for the Eventbrite page is December 15th. Kim will send Minka the amount raised, plus our Chapter Match and the website where we can donate the funds, once the event ends.

**Meeting of the 2020-2021 Chapter Executive Committee
December 3, 2020 11:30 a.m. Phone Conference
Minutes**

7. Newsletter: December articles due to Angie James by Friday Dec. 11th.
8. Policies:
 - a. Policies & Procedures Manual: Janice Evans is working on updating the manual. She still needs updates for a few of the positions – Recognition Chair, President Elect & Early Careers Director. She also found the template provided by National out on the website and will be reviewing that as well, in order to incorporate any updates necessary.
9. Spring 2021 Conference: Scheduled for April 8, 2021. Update from Planning Committee was given that the conference is going to virtual and the planning committee is currently working on finding a platform to use for hosting the conference.
10. CEC Member Reports:
 - Janice Jensen, Membership Director – Currently there are 68 members in the Des Moines Chapter. No new members since October 1st.
 - Pam Sullivan, CGFM/Professional Certification Director – January 13th is the next webinar. Pam plans to send out the first round of invites on December 18th.
 - Terri Walker, Chapter President Elect – ACE Award update, we are hoping for Gold status, currently have enough for Silver.
11. CEC Meeting location/dates: The next meeting is January 7th @ 11:30 a.m. via phone conference. Meeting notices have been sent.

Meeting adjourned.

Minutes submitted by Kaylynn Short.

Meeting of the 2020-2021 Chapter Executive Committee
January 7, 2021 12:00 p.m. Phone Conference
Minutes

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

Chapter President Randy Lagerblade opened the meeting.

1. Minutes 12/3/2020 CEC Meeting and 12/9/2020 Webinar: Distributed prior to the meeting. Angie James moved to approve. Janice Jensen seconded. Motion passed unanimously.
2. Treasurer's Report as of December 31, 2020: Distributed prior to the meeting. The report shows a total asset balance of \$11,515.17. Ermin Begovic moved to approve the 12/31/2020 Treasurer's report. Denise Ragias seconded. Motion passed unanimously.
3. Webinars:
 - a. January 13th Uniform Guidance webinar – The webinar sold out, 30 are registered to attend. Instructions were emailed out to attendees earlier in the morning (1/7/2020).
 - b. Member vs Nonmember tickets – Randy has received a couple of emails from outside of the State requesting to sign-up for the webinar through the Des Moines Chapter. Since we have a limited number of seats available, we would like to limit our sales to those in our area (State of Iowa). Currently all events are posted to our website and to the National AGA's Calendar of Events. Denise will stop posting all of our events on the National AGA's Calendar of events, since we no longer get chapter recognition points for doing so. Hopefully this will help limit the interest in purchasing the webinar through the Des Moines Chapter to only those in our Chapter's area.
4. Website: Nothing new to post at this time.

Meeting of the 2020-2021 Chapter Executive Committee
January 7, 2021 12:00 p.m. Phone Conference
Minutes

5. Community Service:

- a. January/February: Charity is the Animal Rescue League of Iowa. The ARL is Iowa's largest nonprofit animal shelter, caring for several thousand pets each year. The ARL's mission is to promote animal welfare, strengthen the human-animal bond, and prevent the overpopulation of pets. Eventbrite link was sent out January 5th and \$165 has been collected so far.

6. Newsletter: February articles due to Angie James by Friday, February 12th.

7. Policies:

- a. Policies & Procedures Manual: Janice Evans is looking at the template provided by National, as time permits.

8. Spring 2021 Conference: Scheduled for April 8, 2021. The planning committee did not meet in December, but will be meeting at the conclusion of today's CEC Meeting.

- a. Randy has reached out to National to see if AGA's National President, Wendy Morton-Huddleston or AGA's Immediate Past National President, Ernie Almonte could present this year.
- b. Janice Jensen attended a members-only webinar recently and thought the moderator/presenter from AGA on the webinar did a great job and may be another one to ask if we can't get either Wendy or Ernie as presenters.

9. CEC Member Reports:

- Ermin Begovic, Education/Program & Technical Meetings Director – DMACC should be sending our refund check for the rental deposit to our P.O. Box.
- Janice Jensen, Membership Director – Currently there are 70 members in the Des Moines Chapter. There were 2 new members who joined in December – Anieta O'Hair and Kathy Rupp.

Meeting of the 2020-2021 Chapter Executive Committee
January 7, 2021 12:00 p.m. Phone Conference
Minutes

- Kent Farver, Accountability Outreach Chair – Nothing new to report. Randy Lagerblade mentioned one of the Topics emails from National included an article about the CCR Case Challenge and which schools won. He also heard that the City of Urbandale was really impressed with the results they received.
 - Pam Sullivan, CGFM/Professional Certification Director – Next webinar on GASB Update is February 3rd. Pam will send the first Eventbrite invitation out on January 14th.
 - Terri Walker, Chapter President Elect/Nominations – Terri is working on contacting all current CEC members to see if they are interested in staying on the CEC for the 2021-2022 program year. She hopes to have heard from everyone and have a list of open positions for the next CEC Meeting. Pam mentioned Anieta may be interested in joining the CEC.
10. CEC Meeting location/dates: The next meeting is February 4th @ 11:30 a.m. via phone conference. Meeting notices have been sent out.

Meeting adjourned.

Minutes submitted by Kaylynn Short.

AGA Des Moines Chapter
Meeting of the 2020-2021 Chapter Executive Committee
February 4, 2021 11:30 a.m. Zoom Meeting
Minutes

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

Chapter President Randy Lagerblade opened the meeting.

1. Minutes 1/7/2021 CEC Meeting and 1/13/2021 Webinar: Distributed prior to the meeting. Minka Lisinovic moved to approve. Ermin Begovic seconded. Motion passed unanimously.
2. Treasurer's Report as of January 31, 2021: Distributed prior to the meeting. The report shows a total asset balance of \$10,940.58. Pam Sullivan moved to approve the 1/31/2021 Treasurer's report. Denise Ragias seconded. Motion passed unanimously.
3. Webinars:
 - a. February 3rd GASB Update webinar – The webinar sold out, 30 registered on Eventbrite, 29 registered through AGA. The one person who did not complete their registration was contacted multiple times by multiple people and has not reached out to the Chapter for a refund.

At the end of the webinar AGA announced that due to the frequency of the CPE letters shown, only 1 CPE was going to be awarded to attendees. Randy emailed National to express our disappointment that the webinar was advertised and sold as offering 2 CPE. Kim Knight suggested sending an email to all registrants explaining that we are waiting to hear back from National on receiving 2 CPE, as advertised, before discussing refunds.
 - b. March 3rd Improper Payments webinar – Pam will plan on sending the first invite out on February 10th. Discussion on bringing back Lunch n' Learns. Would be good practice before the Spring Seminar. Ermin will reach out to the State Auditor's Office to see if someone would be able to present on recent Frauds.
 - c. March 24th Cybersecurity webinar – Goal is to set up a Lunch n' Learn with someone from OCIO. Janice Jensen suggested we "celebrate" CGFM Month during the Lunch n' Learn by recognizing those on the Zoom webinar who are CGFM's.
4. Website: Nothing new at this time.
5. Community Service:
 - a. January/February: Charity is the Animal Rescue League of Iowa. The ARL's mission is to promote animal welfare, strengthen the human-animal bond, and prevent the overpopulation of pets. As of February 28th \$265 has been collected so far.
6. Newsletter: February articles due to Angie James by Friday, February 12th.

AGA Des Moines Chapter
Meeting of the 2020-2021 Chapter Executive Committee
February 4, 2021 11:30 a.m. Zoom Meeting
Minutes

7. PDT Award Submission: Nominations are due March 29th. Normally the Chapter President submits the nominations for the awards the Chapter decides to apply for. Kaylynn Short will send Randy Lagerblade the templates used last year for the awards nominations were submitted for.
8. Policies:
 - a. Policies & Procedures Manual: Janice Evans was not present at the meeting, update tabled until next meeting.
9. Spring 2021 Conference: Scheduled for April 8, 2021. The Planning Committee met January 7th and January 21st.
 - a. Confirmed Speakers: Wendy Morton-Huddleston - National AGA President; Kraig Paulsen – Director IDR; Rob Sand – Auditor of State; Lance Noe - Director of the Center for Professional Studies, College of Business and Public Administration at Drake University
 - b. Potential Speakers: Karen Austin – Deputy State Treasurer; Tony Schwarz - Information Security Consultant at Pratum, Inc.
 - c. Pricing: Des Moines AGA Member: \$80, Non-Member: \$128, Student: \$10.
 - d. Platform: Purchased Zoom Webinar. We will be able to accommodate up to 500 attendees (very optimistic).
 - e. Advertising: Discussed advertising nationally. Want to make sure all local (Iowa) attendees are able to get registered before opening it up nationally. Suggestion was made to send out to all of the Des Moines Chapter current contacts and wait to send out to other Chapters until a week or two prior to the event.
 - f. April 7th Wednesday's Ethics Webinar: Due to the limited number of seats, it was decided that the Ethics Webinar will be sold like all other normal webinars and will not be offered as part of the price of the seminar. Randy will reach out to the Auditor's Office to see if they have a rough number they plan to send to the webinar. After hearing back from AOS, will decide on how many additional seats need to be purchased (30 or 60 more).
 - g. CPE Tracking: Zoom Webinar allows for 25 polls per webinar session. Could do 3 pop-ups per 50 minute session. Need to make sure out-of-state attendees know the Des Moines Chapter is not NASBA certified, they will need to verify with their state's accountancy board. Will offer CPE per speaker (all or nothing for each speaker).

AGA Des Moines Chapter
Meeting of the 2020-2021 Chapter Executive Committee
February 4, 2021 11:30 a.m. Zoom Meeting
Minutes

10. 2021-2022 CEC Update:

- President – Terri Walker
- Immediate Past President/NCC Rep – Randy Lagerblade
- President Elect/Nominations/Recognition – [REDACTED]
- Secretary – Ermin Begovic
- Treasurer – Mihneta Lisinovic
- Accountability – Kent Farver
- CGFM/Professional Certification – Pam Sullivan
- Early Careers/Young Professionals – Kent Farver
- Community Service – [REDACTED]
- Communications – Angela James
- Education – [REDACTED]
- Membership – Janice Jensen
- Chapter Historian/Bylaws & Procedures – [REDACTED]
- Webmaster – Kaylynn Short

Potential members: Anieta O’Hair at DAS, Samita Basnet at SOS, Kathy Rupp at AOS

11. CEC Member Reports:

- Kaylynn Short, Immediate Past President/NCC Representative/Secretary – NCC met on January 28th.
 - Lead! 2021 was discussed and the plan is to split chapters between two days May 7th (areas 1-4) and May 14th (areas 5-8). Des Moines Chapter is in Area 3. Lead will be completely virtual again this year. 6 members per chapter will be able to attend. More information will be sent out in the Leadership Matters email soon.
 - The mentor program was discussed. Still looking for mentors to sign up and then mentees will be able to register once a good pool of mentors are identified.
 - The next ACE Awards pulse checks are due February 28th.
- Kimberly Knight, Community Services Director – The NGB sent out a Governance Survey to Chapter Presidents and NCC representatives. There were issues with the collection of results, so it was resent out via Survey Monkey, if you received the survey and haven’t completed it yet, the NGB would be grateful if you did.
- Pam Sullivan, CGFM/Professional Certification Director – Will plan to recognize CGFM members at the March 24th Lunch n’ Learn.

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Meeting of the 2020-2021 Chapter Executive Committee
February 4, 2021 11:30 a.m. Zoom Meeting
Minutes

- Terri Walker, Chapter President Elect/Nominations – Terri will write up an article for the Newsletter listing the open positions for the 2021-2022 CEC.
- 12. CEC Meeting location/dates: The next meeting is March 4th @ 11:30 a.m. via Zoom Meeting. Meeting notices have been sent out.

Meeting adjourned.

Minutes submitted by Kaylynn Short.

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

Chapter President Randy Lagerblade opened the meeting.

1. Minutes – 2/3/2021 Webinar and 2/4/2021 CEC meeting: Distributed prior to the meeting. Kim Knight moved to approve. Minka Lisinovic seconded. Motion passed unanimously.
2. Treasurer's Report as of February 28, 2021: Distributed prior to the meeting. The report shows a total asset balance of \$17,569.04. Kim Knight moved to approve the 2/28/2021 Treasurer's report. Denise Ragias seconded. Motion passed unanimously.
 - i. Received an Eventbrite Invoice for \$115.19 via email – Minka will pay.
 - ii. Randy stopped by the post office and there were two bills in the P.O. Box.
 1. P.O. Box Fee of \$148.00 is due by March 31, 2021.
 2. State Farm Insurance Premium of \$325.00 is due.
 - iii. Randy will give the bills to Ermin in the office and Ermin will drop the bills off with Minka to pay.
3. Webinars:
 - a. March 3rd Improper Payments webinar– There were 14 who attended the webinar.
 - b. March 24th Cybersecurity webinar – As of the meeting, 7 had registered for the Lunch n' Learn and 4 had registered for the webinar. Since there are only 30 seats available for the webinar, but 500 seats available for the Lunch n' Learn, will increase total ticket sales to 37 to account for the 7 Lunch n' Learn tickets sold. The ticket sales will need to be watched and adjusted accordingly as more tickets are sold.

March is CGFM Month, which will be “celebrated” during the Lunch n' Learn. Pam received a CGFM mask from National in the mail. Will plan on giving it away to a Lunch n' Learn attendee via drawing.
 - c. April 7th Ethics webinar – Randy contacted the Auditor's Office and they will likely be signing up about 45 individuals for the Ethics Webinar. Discussed purchasing 60 additional seats, to bring seat limit up to 90.

Janice Jensen moved to purchase 60 additional seats from National AGA to the April 7th Ethics Webinar. Ermin Begovic seconded. Motion passed unanimously. Minka will contact National to make the purchase using the credit card.
 - d. April 8th Spring 2021 Seminar – As of the meeting, 60 had registered.
 - e. April 28th NASACT Webinar – Discussed purchasing the NASACT Webinar as a group. Due to registration instructions and how it would work with everyone

watching remotely, decision was made to pass on purchasing the webinar. Will post information to the website so members can purchase individually if they want.

4. LEAD 2021! May 7th & 14th: Will be held virtually this year. Each chapter can send their NCC Rep, 2021-2022 President and 4 other Officers. Areas 1-4 will be held on May 7th and Areas 5-8 will be held on May 14th. The Des Moines Chapter is Area 3, but if you're not able to attend on May 7th, you can attend on May 14th instead. Start thinking about who wants to attend, might be an incentive to recruit new CEC Members. Randy will be the NCC Rep and Terri will be the President. Ermin expressed interest in attending. Three more members could attend.
5. Website: Nothing new at this time.
6. Community Service:
 - a. January/February: A total of \$265 was raised for the Animal Rescue League of Iowa, plus the Chapter's \$100 match. \$365 was submitted to National for National to Match. This makes the grand total raised for the Animal Rescue League of Iowa \$730.
 - b. March/April: Charity is the Autism Society of Iowa. They provide advocacy, support and information to individuals with Autism Spectrum Disorders, their families, professionals, and communities throughout the state of Iowa.
7. Newsletter: April articles due to Angie by Friday, April 9th.
8. PDT Award Submissions: Nominations are due March 29th. Randy will submit the nominations for the Des Moines Chapter.
9. Policies & Procedures Manual: Janice Evans is working on compiling the updated manual.
10. Spring 2021 Seminar: Scheduled for Thursday, April 8, 2021. Planning Committee met February 4th.
 - a. Confirmed Speakers: **Wendy Morton-Huddleston** - National AGA President; **David Johnston** - Iowa Homeland Security and Emergency Management Department; Kraig Paulsen - Director IDR; **Rob Sand** - Auditor of State; **Lance Noe** - Director of the Center for Professional Studies, College of Business and Public Administration at Drake University; **Karen Austin** - Deputy State Treasurer.
 - b. Pricing: Des Moines AGA Member's: \$80; Non-Members: \$128; Student: \$10.
 - c. Platform: Purchased Zoom Webinar. We will be able to accommodate up to 500 attendees (still being very optimistic - over 10% so far).
 - d. CPE Tracking: Zoom Webinar allows for 25 polls per session. This works out to 3 per 50 minute session.

11. 2021-2022 CEC Update:

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

Potential members: The new GAAP Team includes Anieta O'Hair, Stephanie Bernard, Marta S. and Randy Lagerblade – Randy will encourage the others to join the CEC. Samita B. at SOS – Pam will reach out to her to see if she is interested in joining the CEC.

12. CEC Member Reports:

- Denise Ragias, Webmaster – Working on posting job opportunities and events which were emailed to her by a couple of different CEC members.
- Kim Knight, Community Services Director – The attendance check National AGA used for the first time during the March 3rd webinar worked well. Much better than the letters on the slides.
- Pam Sullivan, CGFM/Professional Certification Director – Once the extra seats have been purchased for the April 7th webinar, Pam will increase the limit for the sales.
- Terri Walker, Chapter President Elect/Nominations – Terri turned in the ACE Pulse Check to National. On track to receive Silver and we may achieve Gold.

13. CEC Meeting location/dates: The next meeting is April 1st @ 11:30 a.m. via Zoom Meeting. Meeting notices have been sent out.

Meeting adjourned.

Minutes submitted by Kaylynn Short.

Meeting of the 2020-2021 Chapter Executive Committee

April 1, 2021 11:30 a.m. Zoom Meeting

Minutes

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

Chapter President Randy Lagerblade opened the meeting.

1. Minutes – 3/3/2021 Webinar, 3/4/2021 CEC meeting and 3/24/2021 Lunch n' Learn and Webinar: Distributed prior to the meeting. Janice Evans moved to approve. Kim Knight seconded. Motion passed unanimously.
2. Treasurer's Report as of March 31, 2021: Bank Statements were not available prior to the meeting. The March 31, 2021 Treasurer's Report will be approved at the next CEC Meeting.
3. Webinars:
 - a. April 7th Ethics webinar – As of the meeting, 26 had registered. The Auditor's Office plans to sign several people up. There was a miscommunication with AOS and they will not be signing up 45 – 50 as originally thought. Wait to see how many they do sign up and then decide if we want to reach out to National about returning the extra seats not used.
 - b. April 8th Spring 2021 Seminar – As of the meeting, 87 had registered.
 - i. AGA National sent Randy 25 AGA masks. Will plan on giving the masks away through drawings of attendees for each session.
 - c. April 28th NASACT webinar on COVID-19 Funding – Posted to our website for promotion only.
4. Lunch N Learns:
 - a. April 21st CARES Act webinar – Pass on holding a Lunch N Learn since the Spring Seminar is also being held in April.
 - b. May 12th Fraud/Data Analytics webinar – Ermin will contact the Auditor's Office, Performance Division to see if someone could speak on recent Fraud investigations as the Lunch N Learn prior to the webinar.
 - c. June 9th Leadership webinar – Suggestion was made to see if the new DAS Director would be available to do a Lunch N Learn prior to the webinar.
5. LEAD 2021! May 7th & 14th: Des Moines Chapter is in area 3, so the virtual LEAD! 2021 will be held on May 7th. The NCC Rep (Randy Lagerblade), 2021-2022 Chapter President (Terri Walker), and 4 Officers (Ermin Begovic, Kaylynn Short and Janice Jensen) can all attend for free. This leaves one open slot,

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suggestion was made to see if Anieta O'Hair would be interested in attending as she has signed on as the Community Service Director for the 2021-2022 program year.

6. Website: Job Postings were added and the Spring Seminar. Several other Chapter's spring training events are posted as well.
7. Community Service:
 - a. March/April: Charity is the Autism Society of Iowa. As of the meeting, \$170.00 had been raised. Plan to include information in the email going out with the Spring Seminar zoom link. Will also announce prior to the start of the spring seminar.
8. Newsletter: April articles due to Angie by April 9th.
9. National AGA 2021 PDT: National AGA's PDT is being held virtually now. Randy had pre-registered during the 2020 PDT in order to receive the discount. He is going to request his registration be transferred to the virtual event and the difference in pricing will be refunded to the chapter's debit card. Terri Walker still needs to register for the 2021 PDT.
10. PDT Award Submission: Nominations deadline was extended to April 5th. Randy will submit the nominations for the Des Moines Chapter.
11. Policies & Procedures Manual: No update
12. Spring 2021 Seminar: Scheduled for Thursday April 8, 2021.
 - a. Speakers: A change in the speaker line-up was made as Wendy Morton-Huddleston could only do one hour instead of two hours. **Melinda J DeCorte** - Chair of AGA's Professional Ethics Board & **David L Cotton** - Chairman of Cotton & Company will fill the extra hour Wendy was supposed to speak.
 - b. CPE Tracking: Original plan was to split up the 25 maximum polling questions Zoom allows and use 3 polls per 50 minute session. However, Melinda & David requested the use of 6 polls. This would leave 19 polls to split across the remaining seven 50 minutes sessions. Discussion was had on the best way to split up the polls between speakers. Decided easiest way was if each speaker had 3 polls for their 50 minute presentation (with Melinda & David using 6) then Lance Noe would have a total of 4 polls spread out over the 2 hours he was presenting.

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- c. Advertising: Will advertise on the National Event Calendar and email flyer out to NCC Reps and Chapter Presidents.

13. 2021-2020 CEC Update:

- President – Terri Walker
- Immediate Past President/NCC Rep – Randy Lagerblade
- President Elect/Nominations/Recognition – _____
- Secretary – Ermin Begovic
- Treasurer – Mihneta Lisinovic
- Accountability – Kent Farver
- CGFM/Professional Certification – Pam Sullivan
- Early Careers/Young Professionals – Kent Farver
- Community Service – Anieta O’Hair
- Communications – Angela James
- Education – _____
- Membership – Janice Jensen
- Chapter Historian/Bylaws & Procedures – _____
- Webmaster – Kaylynn Short

Potential Members: Kim Knight has talked with Stephanie Bernard about the Chapter Historian/Bylaws & Procedures position. Perhaps if this position was split, Janice Evans may stay on the CEC as the Chapter Historian.

14. CEC Member Reports:

- Janice Jensen, Membership Director – Contacted National for Years of Service & Outgoing CEC Member certificates. Megan said she would make them up and send them to Janice.
- Kim Knight, Community Service Director – The National Governance Committee is reviewing the Governance Survey sent to Chapter Presidents and NCC Reps. Only 9% responded to the survey. The National Governance Committee is also working on a CEO succession plan for whenever the time comes.



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- Pam Sullivan, CGFM/Professional Certification Director – Working on the CPE certificates for the March 24th Lunch N Learn and will send out as soon as available.

15. CEC Meeting location/dates: The next meeting is: May 6th @ 11:30.

Meeting adjourned.

Minutes submitted by Kaylynn Short.

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Attendance: Angie James, Denise Ragias, Ermin Begovic, Janice Evans, Kaylynn Short, Minka Lisinovic, Pam Sullivan, Prasanna Bujimalla, Randy Lagerblade, Terri Walker

Chapter President Randy Lagerblade opened the meeting.

1. Minutes 4/1/2021 CEC meeting; 4/7/2021 Webinar; 4/8/2021 Spring Seminar; and 4/21/2021 Webinar: Distributed prior to the meeting. Janice Evans moved to approve. Denise Ragias seconded. Motion passed unanimously.
2. Treasurer's Report as of March 31, 2021 and April 30, 2021: Distributed prior to the meeting. The March 31, 2021 report shows a total asset balance of \$20,098.13. The April 30, 2021 report shows a total asset balance of \$21,412.60. Ermin Begovic moved to approve the 3/31/2021 and 4/30/2021 Treasurer's reports. Angie James seconded. Motion passed unanimously.

Discussion took place on how to best utilize our large asset balance. Suggestions were: Hire National Speakers for the 2022 Spring Seminar; Host a Pizza Party at first in-person event; Do outside social activities (i.e. Iowa Cubs game, other social event). Decision was made to wait until next program year to decide how to use the surplus.
3. Membership: Janice Jensen provided membership numbers prior to the meeting. Membership numbers are declining, mostly due to retirements. Discussion on how to bring in members took place. Plan on talking with Janice Jensen to see who on the "Have Not Renewed" list she has talked with. Then plan on reaching out to members who still need to renew who are in the same departments as current CEC members, then go from there.
4. Webinars:
 - a. May 12th Fraud/Data Analytics webinar – As of the meeting, 12 had registered. We were unable to find Lunch n' Learn speaker, so only hosting the webinar this month.
 - b. June 9th Leadership Webinar – The interim DAS Director has agreed to be the Lunch n' Learn speaker. Will host both a Lunch n' Learn and Webinar in June. Will sell the Lunch n' Learn for Free to both members and non-members.
5. LEAD! 2021 May 7th & 14th: Will be held virtually this year. Randy Lagerblade, Terri Walker, Kaylynn Short, Ermin Begovic and Anieta O'Hair plan on attending the May 7th LEAD! 2021.
6. Community Service:
 - a. March/April: A total of \$195 was raised for the Autism Society of Iowa, plus the Chapter's \$100 match. \$295 was submitted to National for National to Match. This makes the grand total raised for the Autism Society of Iowa \$590.

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- b. May/June: Charity is the Food Bank of Iowa. They gather and distribute nutritious food; build partnerships with community organizations; tell the story of food insecurity. They've built a system that provides vital food to pantries, soup kitchens, shelters, schools and others. They strive each day to ensure that no child, senior or family in Iowa has to struggle to find food. They fight hunger.

Note: The Eventbrite page for the donations will be open through June 15th allowing us to make the Chapter's match and request from National by June 30th (the end of the program year).

7. Newsletter: June articles due to Angie by Friday, June 11th.
8. National AGA 2021 PDT: National AGA's PDT is being held virtually this year. Terri Walker & Randy Lagerblade will be attending. Randy is already registered to attend and Terri will work with Minka to get registered using the chapter's debit card.
9. Policies & Procedures Manual: No update
10. Spring 2021 Seminar: Held April 8, 2021. Overall received very positive feedback. A survey was sent out after seminar ended. 42 attendees responded giving the seminar an average satisfaction rating of 4.5 out of 5.

Randy mailed out AGA masks to the winners of the drawings for each session throughout the day. Each CEC member also received an AGA mask. The mailings to attendees cost \$36.21 in postage. Minka will reimburse Randy for these expenses and code it to the supplies line in the seminar budget.

11. 2021-2022 CEC Update:

- President – Terri Walker
- Immediate Past President/NCC Rep – Randy Lagerblade
- President Elect/Nominations/Recognition – _____
- Secretary – Ermin Begovic
- Treasurer – Mihnetta Lisinovic
- Accountability – Kent Farver
- CGFM/Professional Certification – Pam Sullivan
- Early Careers/Young Professionals – Kent Farver
- Community Service – Anieta O-Hair
- Communications – Angela James
- Education – _____
- Membership – Janice Jensen
- Chapter Historian – Janice Evans

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- Bylaws & Procedures – _____
- Webmaster – Kaylynn Short

Terri asked Jennifer Coldwell to join AGA and the CEC. Will continue to reach out to others to see if they would be interested in joining the CEC.

12. CEC Member Reports:

- Kaylynn Short, Immediate Past President/NCC Representative/Secretary – Asked if the refund from DMACC for our 2020 Spring Seminar rental deposit had been received. Randy had not seen it in the PO Box. Ermin will reach out to DMACC again.
- Pam Sullivan, CGFM/Professional Certification Director – Will plan on sending the Eventbrite invitation for the June 9th Lunch n' Learn and Webinar out on May 13th.

13. CEC Meeting location/dates: The next Meeting is June 3rd @ 11:30 am via Zoom.

Meeting adjourned.

Minutes submitted by Kaylynn Short.

Meeting of the 2020-2021 Chapter Executive Committee

June 3, 2021 11:30 a.m. Zoom Meeting

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Attendance: Denise Ragias, Ermin Begovic, Janice Evans, Kaylynn Short, Minka Lisinovic, Pam Sullivan, Randy Lagerblade, Terri Walker

Chapter President Randy Lagerblade opened the meeting.

1. Minutes 5/6/2021 CEC meeting and 5/12 Webinar: Distributed prior to the meeting. Janice Evans moved to approve. Terri Walker seconded. Motion passed unanimously.
2. Treasurer's Reports as of May 31, 2021: Distributed prior to the meeting. The May 31, 2021 report shows a total asset balance of \$20,928.83. Ermin Begovic moved to approve the 5/31/2021 Treasurer's report. Denise Ragias seconded. Motion passed unanimously.
3. Lunch N' Learns & Webinars:
 - a. June 9th Lunch N Learn with Adam Steen, DAS Director followed by the AGA Webinar on Leadership - Project Management in a Virtual World. As of the meeting, 25 had registered for the Lunch N Learn and 14 had registered for the webinar.
 - b. 2021-2022 Program year – Kim Knight has been sending speaker ideas as she attends other events and enjoys the speakers. Everyone should keep thinking about options for the coming year.
4. Membership: 5 new people joined this past month, all were from Linn County. Janice Jensen was sending out a welcome package. Randy Lagerblade plans to reach out and welcome them and invite them to attend the Lunch N Learn.
5. LEAD! 2021: Terri Walker, Randy Lagerblade, Anieta O'Hair, Ermin Begovic and Kaylynn Short attended on May 7th. Randy gave a brief recap of what was talked about.
 - a. **Governance Structure** – gives chapters a stronger voice in running their organization. It enables service to chapters and members.
 - b. **ACE Program** – Measure value, rewards innovation and provides insight into chapter performance. ACE reporting will be streamlined for the 2021-2022 program year.
 - c. **How to Engage Your Members** – Create a 90-day plan for your new members; Connect with your new members by phone, email or on social media; Conduct a member satisfaction survey, and personally ask members what they value most in AGA. Engaging with members is crucial to member retention.
 - d. **How to Convey Value Proposition via Storytelling** – The most winning stories are ones that you enjoy telling and communicate your message. Sharing your AGA story can help you connect with others.
 - e. **Planning for Hybrid Events** – Are you ready to get back to normal? A hybrid event is the first step toward getting back to in-person events. You will need to know your audience, be prepared for extra planning with technology, and work with your venue.

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6. Cite Your Sources: An e-mail from National was sent out previously reminding every chapter to make sure credit is given when necessary. National wanted each chapter to make sure copyrighted materials haven't been used and suggested doing an audit of the Chapter's website. All pictures on our website are from members and we have received their express permission to use them.
7. Community Service:
 - a. May/June: Charity is the Food Bank of Iowa. A total of \$120 had been raised as of the meeting. The Eventbrite page is set to close June 15th, which will give us time to make the Chapter's match and request the match from National by June 30th.
8. Newsletter: June articles due to Angie by Friday, June 11th.
9. Policies & Procedures Manual: Janice Evans has reviewed the prototype and has started to update it to include our Chapter specific items. She is tracking the changes she is making.
10. 2021-2022 CEC Update:
 - President – Terri Walker
 - Immediate Past President/NCC Rep – Randy Lagerblade
 - President Elect/Nominations/Recognition – _____
 - Secretary – Ermin Begovic
 - Treasurer – Mihneta Lisinovic
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 - Communications – Angela James
 - Education – _____
 - Membership – Janice Jensen
 - Chapter Historian – Janice Evans
 - Bylaws & Procedures – _____
 - Webmaster – Kaylynn Short

Plan to have the membership approve the 2021-2022 CEC board at the June 9th Lunch N Learn.

All CEC members will continue to look for people who may be willing to serve in one of the open positions.

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11. CEC Member Reports:

- Denise Ragias, Chapter Website Chair – National's 2021-2022 program year webinars were announced. The website will be updated after decision on which ones the Des Moines Chapter is purchasing is made in July.
- Ermin Begovic, Education/Program & Technical Meetings Director – Ermin has tried to contact Jennifer at the DMACC FFA Center regarding our refund for the deposit paid for the 2020 Spring Seminar. He hasn't had any luck getting a response. He plans to stop by the FFA Center in person and see if anyone is there that can help get the refund issued.
- Janice Evans, Bylaws & Procedures Director & Historian – She plans to start working on the Historian Report soon.
- Terri Walker, President Elect & Chapter Recognition Chair – The final ACE report was sent. The Des Moines Chapter achieved Silver. Eventbrite shows Terri's work email as being "bounced" so she doesn't get any of the emails. Will email Eventbrite help desk to see how to get the problem corrected. She plans on setting up a planning meeting for the 2021-2022 CEC board to meet and plan out the next program year.

12. CEC Meeting location/dates: The next meeting is being moved from July 1st to July 8th at 11:30 a.m.

13. Randy announced that Kaylynn Short was nominated and will receive the Volunteer of the Year Award from National AGA.

14. Randy thanked all CEC members for their hard work over the last year.

Meeting adjourned.

June 22, 2021 – Terri Walker emailed everyone to let them know that the new 2021-2022 CEC will plan on meeting on July 1st to conduct the planning and the July CEC meeting at the same time.

June 23, 2021 – Business conducted via E-mail

1. Randy emailed to get a vote on if Kim Ashmore should receive a refund for the June 9th AGA webinar as she had a conflict come up and could no longer attend. 8 CEC members responded in the affirmative. Since a majority voted to refund the \$20, Minka will process the refund and return \$20 to the DAS credit card, which was used to make the original purchase.

Minutes submitted by Kaylynn Short.