

AGA Des Moines Chapter
Meeting of the 2020-2021 Spring Seminar Planning Committee
November 5, 2020 12:00 p.m. Phone Conference
Minutes

Attendance: Ermin Begovic, Kaylynn Short, Minka Lisinovic, Randy Lagerblade, Terri Walker

Chapter President Randy Lagerblade opened the meeting.

1. Virtual vs In-Person: Discussion was had on if we should be planning a virtual spring seminar or an in-person spring seminar. Sticking with virtual will limit possibility of cancellation and scrambling to change plans at the last minute. Decision was made to host a virtual spring seminar regardless of the current situation with COVID-19.
2. All Day vs Half Day(s): Decision was made to do one full day spring seminar instead of trying to schedule two half days. Everyone agreed taking one day off would be easier than two half days for attendees.
3. Virtual Platforms: Discussion was had on what platform we should use. Estimating that the platform would have to handle approximately 100 to 150 participants.
 - a. WebEx – Department of Revenue is in the process of signing a contract with WebEx. Randy will see if we could possibly use the Department of Revenue's license.
 - b. Blackboard – Ermin & Terri are both in the CPM course through Drake University and are using Blackboard and it seems to work well. Not sure if Department of Education would have a license/account or not. Ermin will reach out to Angie James to see if DE has a license and if we could potentially use it.
 - c. Zoom – Kaylynn participated in Drake's BAP night and Zoom was used. It seemed to work well with close to 100 participants. Iowa PBS recently purchased Zoom licenses, Kaylynn will check to see if AGA could possibly use one of the licenses for the Spring Conference.
4. FFA Enrichment Center: Ermin will reach out to Jennifer at FFA and see if we can get a refund for our deposit from last year that we rolled over to the 2021 date.
5. Speakers: Ermin will reach out to all of the speakers who were lined up to speak at the 2020 Spring Seminar to see if they would be available to participate in the Virtual Spring Seminar on April 8, 2021.
6. Meeting location/dates: Plan on meeting after next CEC meeting on December 3rd via phone conference.

Meeting adjourned.

Minutes submitted by Kaylynn Short.

AGA Des Moines Chapter
Meeting of the 2020-2021 Spring Seminar Planning Committee
January 7, 2021 12:30 p.m. Phone Conference
Minutes

Attendance: Ermin Begovic, Kaylynn Short, Minka Lisinovic, Randy Lagerblade, Terri Walker

Chapter President Randy Lagerblade opened the meeting.

1. Virtual Platforms: Discussion on what platform we should use. Estimating that the platform would have to handle approximately 100 to 150 participants.
 - a. WebEx – Randy checked with the Department of Revenue about possibly using their license and was told no.
 - b. Blackboard – Ermin asked both Denise Ragias and Angie James if they used Blackboard or had a license and they did not and were not sure who might have a license.
 - c. Zoom – Kaylynn asked Iowa PBS about using their Zoom license and while it would be a possibility, the license was only good for up to 100 participants.

After looking through all of the options, it appears that the Des Moines Chapter would be best off purchasing its own license that would support the number of participants needed (at least 150).

Ermin looked up Zoom Video Webinar while on the call and there is a 100 attendee option for \$400/year and a 500 attendee option for \$1,400/year. Both size licenses seem to come with all of the options that we would be interested in using. Decision was made to purchase the 500 attendee license for Zoom Video Webinar for \$1,400/year. Minka and Angie both have Chapter credit cards, however, Minka was unable to access the purchase screen due to security on her computer. Will work with Angie to purchase the license. The aga.dsmiowa@gmail.com email address will be used so the account is not directly tied to one person.

2. FFA Enrichment Center: Ermin reached out to Jennifer at FFA and she is going to mail the refund for our deposit from last year that we rolled over to the 2021 date to the P.O. Box.
3. Speakers: Ermin will reach out to all of the speakers who were lined up to speak at the 2020 Spring Seminar to see if they would be available to participate in the Virtual Spring Seminar on April 8, 2021.

Randy has reached out to National to see if we can get AGA's National President or AGA's Immediate Past National President to speak. He hopes to hear back from National soon.

4. Pricing: Will wait to see what speakers are lined up prior to figuring out pricing. May end up hiring a professional speaker who would then potentially charge a fee & want to make sure we recoup all costs if possible.



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5. Meeting location/dates: Plan on meeting after next CEC meeting on February 4th via phone conference.

Meeting adjourned.

Minutes submitted by Kaylynn Short.

AGA Des Moines Chapter
Meeting of the 2020-2021 Spring Seminar Planning Committee
January 21, 2021 12:00 p.m. Phone Conference
Minutes

Attendance: Ermin Begovic, Kaylynn Short, Minka Lisinovic, Randy Lagerblade, Terri Walker

Chapter President Randy Lagerblade opened the meeting.

1. Speakers: Ermin sent emails to all of the speakers who were lined up to speak at the 2020 Spring Seminar to see if they would be available to participate in the Virtual Spring Seminar on April 8, 2021.
 - a. Lance Noe – He agreed to participate in our 2021 Spring Seminar. Ermin will follow-up to see if Lance would be able to present for 3 sessions, including a 20 minute break in the middle, during the afternoon (from 1:20 – 4:10 PM).
 - b. Rob Sand – He agreed to participate in our 2021 Spring Seminar and requested to speak from 12:00-12:50 p.m. but is flexible and would consider other time slots. Ermin will see if Rob is available to speak from 12:30 – 1:20 PM instead.
 - c. Mary Mosiman – She is not available to speak during the 2021 Spring Seminar. Randy will reach out to others at the Department of Revenue to see if someone else would be able to speak for one 50 minute session.
 - d. Karen Austin – Ermin has not heard back from Karen on if she would be available and willing to speak.
 - e. Tony Schwarz – Ermin's email seems to have been blocked from being sent to Tony. Ermin will try to send another email to Tony to see if he would be available and willing to speak at the virtual 2021 Spring Seminar.
 - f. National AGA – Wendy Morton-Huddleston has agreed to speak. David from AGA sent several follow-up questions/instructions to Randy. If possible, we would like Wendy to speak for 1 hour and 40 minutes on Resilient Leadership. Wendy asked to be at the beginning of the seminar, so she would speak from 8:00 a.m. to 9:40 a.m. CST.
2. Schedule:
 - a. Preliminary Schedule:
 - 7:45 – 7:55 AM – Zoom webinar opens to allow attendees to log-in.
 - 7:55 – 8:00 AM – Opening Remarks
 - 8:00 – 9:40 AM – Wendy Morton-Huddleston
 - 9:40 – 9:50 AM – Stretch Break

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9:50 – 10:40 AM – Speaker TBD

10:40 – 11:30 AM – Speaker TBD

11:30 – 12:30 PM – Lunch Break with Awards Ceremony/Announcements

12:30 – 1:20 PM – Rob Sand

1:20 – 4:10 PM – Lance Noe (with a 20 minute break in the middle)

3. Pricing: Since there are no real expenses beyond the cost of the Zoom subscription, decision was made to stick with the cost per CPE that we currently charge. Will set Des Moines Chapter AGA members cost at \$80 and Non-Members cost at \$128. Will offer a student rate of \$10.
4. Lunch/Awards Ceremony: Janice Jensen should have the list of members who are due to get a Years of Membership certificate and pin. Since we are not meeting in person, those who should have received recognition in 2020 and those for 2021 will be announced during the ceremony. Certificates and Pins from 2020 and 2021 will be distributed at a later date TBD.
5. Advertising: Will have Pam set up the Eventbrite event. Will put an article in the February newsletter along with sending a separate flyer with the newsletter. Will have Denise post to the website and will send Eventbrite Invitation out in February as well.
6. Meeting location/dates: Plan on meeting after next CEC meeting on February 4th via phone conference.

Meeting adjourned.

Minutes submitted by Kaylynn Short.

AGA Des Moines Chapter
Meeting of the 2020-2021 Spring Seminar Planning Committee
February 4, 2021 12:15 p.m. Zoom Meeting
Minutes

Attendance: Ermin Begovic, Kaylynn Short, Minka Lisinovic, Randy Lagerblade, Terri Walker

Chapter President Randy Lagerblade opened the meeting.

1. Theme vs No Theme: Decided coming up with a theme would be too difficult, will stick with no theme.
2. Speakers: Ermin is waiting on confirmation from Karen Austin that the afternoon time slot available will work for her. He also has not been able to get an email to successfully send to Tony Schwarz. Only one morning spot is still vacant. Suggestion was made to reach out to David Johnston with Homeland Security. Ermin will reach out to Karen to confirm and David to see if he would be willing to speak.
3. Schedule:
 - 7:45 – 7:55 AM – Zoom webinar opens to allow attendees to log-in.
 - 7:55 – 8:00 AM – Opening Remarks
 - 8:00 – 9:40 AM – Wendy Morton-Huddleston, AGA
 - 9:40 – 9:50 AM – Stretch Break
 - 9:50 – 10:40 AM – **Speaker TBD**
 - 10:40 – 11:30 AM – Kraig Paulsen, IDR
 - 11:30 – 12:30 PM – Lunch Break with Awards Ceremony/Announcements
 - 12:30 – 1:20 PM – Rob Sand, AOS
 - 1:20 – 3:20 PM – Lance Noe (with a 20 minute break in the middle), Drake Univ.
 - 3:20 – 4:10 PM – **Karen Austin, TOS ???**
 - 4:10 – 4:15 PM – Closing Remarks
4. Advertising: Will have Angie send out advertisement flyer with the Newsletter.
5. Lunch/Awards Ceremony: Randy will reach out to Janice Jensen closer to the date to get a list of members who are due to get a Years of Membership certificate and pin.
6. Zoom: Randy will send out the links to zoom webinar for us to try and get familiar with.
7. Meeting location/dates: Plan on meeting after next CEC meeting on March 4th via Zoom meeting.

Meeting adjourned.

Minutes submitted by Kaylynn Short.



AGA Des Moines Chapter
Meeting of the 2020-2021 Spring Seminar Planning Committee
March 4, 2021 12:15 p.m. Zoom Meeting
Minutes



Attendance: Ermin Begovic, Kaylynn Short, Minka Lisinovic, Randy Lagerblade, Terri Walker

Chapter President Randy Lagerblade opened the meeting.

1. Speakers: All speakers are lined up and finalized. Plan to have practice session with all speakers on March 29th. Randy will send out the information.
2. Schedule:
 - 7:45 – 7:55 AM – Zoom webinar opens to allow attendees to log-in.
 - 7:55 – 8:00 AM – Opening Remarks
 - 8:00 – 9:40 AM – Wendy Morton-Huddleston, AGA
 - 9:40 – 9:50 AM – Stretch Break
 - 9:50 – 10:40 AM – David Johnston, Iowa Homeland Security
 - 10:40 – 11:30 AM – Kraig Paulsen, IDR
 - 11:30 – 12:30 PM – Lunch Break with Awards Ceremony/Announcements
 - 12:30 – 1:20 PM – Rob Sand, AOS
 - 1:20 – 3:20 PM – Lance Noe (with a 20 minute break in the middle), Drake Univ.
 - 3:20 – 4:10 PM – Karen Austin, TOS
 - 4:10 – 4:15 PM – Closing Remarks
3. Advertising: Kaylynn will send the flyer to a contact at the Iowa Society of CPA's & NCC Reps. Second Eventbrite invitation will be sent out on March 25th.

Meeting adjourned.

Minutes submitted by Kaylynn Short.