

Thursday, January 6, 2022

11:30pm - 12:30pm

Attendance: Terri Walker, Ermin Begovic, Janice Evans, Kaylynn Short, Anieta O’Hair, Janice Jensen, Minka Lisinovic, Kent Farver, Pam Sullivan, Angie James

Agenda:

- 1. Approve Minutes for CEC meetings on October 7th, November 4th, and December 2nd and the Webinars on November 3rd and December 15th (distributed previously):**
 - Janice Evans motioned to approve. Kaylynn Short seconded. Motion passed.
- 2. Treasurer’s Report as of November 2021 and December 2021 (distributed previously) – Minka:**
 - Ermin Begovic motioned to approve. Janice Evans seconded. Motion passed
- 3. Upcoming webinar: Uniform Guidance on January 12th**
 - Sale ends Monday January 10th, 7 attendees as of 1/6/22.
- 4. Free AGA Members Only Webinar – Communication on January 26th**
- 5. Community service – Anieta**
 - a. Match policy at National:
 - National only matches 50% if over \$500.00 rather than 100% to \$500.00 then 50% over \$500.00 – has this been verified? Anieta verified with National.
 - Some potential/wiggle room for someone to maximize revenues. When entering amount, it doesn’t state the amount raised. Is there a written policy for the National match, as well a written policy as to what we consider a proof of payment for this dollar amount? Janice Evans will look to see if there is anything in the policy and procedure manual. Anita will put in writing some of the policies
 - b. **November/December charity: Toys for Tots**
 - Raised \$350.00, should be able to get 100% match from National.
 - Reached out to Iowa Remembers for an address to send \$95.00 that was raised.
 - c. **January/February charity: Animal Rescue League of Iowa**
 - First Eventbrite invitations will go out: Kaylynn will create separate tickets in

Eventbrite for Minnesota and Iowa charities

- Anieta thought we should include Minnesota organizations in our charity drives going forward as we now have several members from MN.
- Will we be including the Animal Rescue League of Minnesota? – Try and include Minnesota to expand to more states and have members join CEC from Minnesota. Have Co-Directors, one from Iowa and one from Minnesota. Janice Jensen will send contact information to Pam. Pam will reach out.

6. **Young Professionals – Kent:** No update

7. **NCC – Randy:** Randy was not able to attend. Will follow up in next CEC meeting

8. **Chapter Recognition Pulse check due November 30th – Terri sent**

- a. CEC reviews required state filings: complete or determine that no action is necessary. Information needs to be recorded in meeting minutes. – We discussed it and no actions necessary.
- b. Review chapter's bylaws, update and approved by members, if necessary. Only update bylaws if national has any updates
 - Completed in 2019-2020 – when would they need to be reviewed again? National will make the determination when they need a new prototype. There is usually several years in between.
- c. Annual review –Rosemary: Minka – Rosemary had not done it yet. Minka will follow up with Rosemary.

9. **Policies and Procedure Manual –Janice E and Terri:** Later in the year

10. **Spring Seminar:**

- a. Ethics Webinar on April 6th, purchase another 30 'seats'?
 - Per Ernest Ruben at the State Auditor's Office, they expect a similar number as last year which was 12 and will probably prefer online in April.
 - Kaylynn Short motioned to approve. Janice Evans seconded. Motion passed
 - Minka will purchase 30 more seats

b. **FFA Enrichment center:**

- Rescheduled tour of the FFA center for Saturday January 15th at noon.

- Available boutique AV services: Research and follow up next month and choose one vendor.
 - Kristoper Debolt, Digital Matters, 515-556-2911, www.digitalmatters.net
 - Adam Carroll, 515-991-7146, adam@adamcarroll.info
 - Vendor needs to be able to provide cameras
 - Preference of vendor of in person vs remote speakers.
- c. **Resent request to National requesting availability of leaders and potential topics on January 5th, 2022.**
 - National sent a list of topics and speakers on 1/5/22. Need to make a decision on what speaker we want to choose and if we want to do one or two speakers from National. Follow up in next CEC meeting.
- d. Speakers/topics: Ideas?
 - Ethics: Professional speaker?
 - Check with National if they have any speakers – Melinda Decorte is one possibility
 - GASB – Gerry Boaz. Terri will follow up with National to see if they are available.
 - Auditor of State – Speak on Fraud – Annette Campbell
- e. Catering: Hy-vee?
 - Same menu as decided in 2019-2020? – Follow up with this next month.
- f. Marketing Materials for Seminar: requested to receive before February 28th. Received, currently in unopened boxes at my cubicle.
 - AGA Code of Ethics Flyer: 50
 - AGA Face Mask: 200
 - Phone Charging Cords: 200
 - AGA Recycled Tote Bag: 200
 - AGA Pens 400
 - Bottles: purchased in 2019-2020

11. CEC Member Reports:

Angie -

Anieta –

Ermin –

Janice –

Jan –

Kaylynn –

Kent –

Minka –

Pam – Next webinar is February 2nd. Eventbrite will go out on January 13th

Randy –

Meeting Adjourned

Minutes submitted by Ermin Begovic

Next Meeting: February 3, 2022 @ 11:30.