

AGA Chapter CEC Meeting Minutes

Date and Time: May 18, 2016 at 11:00am

Location of Meeting: Burton Cross Building, 4th Floor, Room 436

List of Attendees – Name and Title:

- Shirley Browne – Incoming President
- Angela Dickinson – Incoming President-Elect
- Leanne Laverdiere – Secretary (Attended for a few moments)
- Alesia Francis – Incoming Secretary
- Kim Hall – Treasurer
- Phillip Platt – Immediate Past President / Incoming Director of Programs & Technical Meetings
- Will Korth – Director of Professional Certification
- Mitch Boynton – Incoming Co-Director of Communications
- Tammy Chase – Incoming Director of Membership
- Tracie Eastman – Incoming Director of Early Careers
- Andrea McKay – Director of Early Careers / Incoming Director of Community Service

Opening Remarks:

Shirley thanked everyone for coming and extended a welcome.

Proceeded with Meeting Agenda & Packet Materials

Shirley Browne-President:

Discussed Chapter Points and how to increase for upcoming year

Will meet with Directors to go over strategic plan for upcoming year

Discussed potential 9-Hole Golf Tournament to earn money for Chapter; dates to be determined – either July 9th or July 23rd

Need at least 36 people to participate

Need volunteers to help with event

Food will be provided

Potential to raise \$600 – Tack on additional \$15 fee to greens fees (vary from non-member to member)

Suggested plan to put on an AGA 5K walk/run

Leanne Laverdiere/Alesia Francis-Secretary:

Leanne will supply Alesia with materials needed for upcoming program year

Kim Hall-Treasurer:

Prepared Profit/Loss Statement for board to review; previous year showed profit

Working with Shirley to prepare first ever budget for Chapter (to be reviewed and voted on at a later date)

Discussed options for meals; at least one Breakfast meeting

With approval of members, Kim will temporarily book dates for Senator Inn

Suggested getting sponsors for summer golf event

Mentioned that webinar packages implemented previous year worked well and suggested again for upcoming year

Tony Gorneau – Bylaws/Policy & Procedures:

Absent

Shirley presented current bylaws and suggested making updates

Andrea McKay-Community Service:

Mentioned that Kathy Godfrey has already supplied information for upcoming program year

Also mentioned that voting early for new CEC also gives time to recruit for unfilled positions

Angela Dickinson/Mitch Boynton-Communications:

Have meeting scheduled to share information on newsletter for upcoming program year

Mitch suggested voting on new budget after new CEC has come on board (Apr-May) and amend budget as necessary

Also mentioned that in his experience, the speaker is what decides attending, not necessarily price; price should be increased to accommodate lunch fee

Andrea McKay/Tracie Eastman-Early Careers:

Discussed options for upcoming year

Tracie suggested preparing a calendar for the CEC that highlights events and deadlines to better manage goals

Vacant-Education:

Group will maintain duties until position is filled

Tammy Chase-Membership:

Mentioned that prize distribution at awards meeting was well received

Will Korth-Professional Certification (CGFM):

Mentioned plans to push for additional CGFM certifications; will work with Shirley

Shirley suggested purchasing 4-5 sets of CGFM materials and providing training and study groups

Suggested incentivizing members by a points program; members earn points by participating in community service projects and in turn will earn points toward discounts on materials or exams

Shirley suggested waiting to purchase new study guides as new 2016 versions are coming out in a few months

Phillip Platt-Programs & Technical:

Will work with Shirley on potential speakers

Alesia mentioned her appreciation for Revenue Forecasting speaker each year

Asked for clarification on how money will be earned for Chapter on golf tournament

Vacant-Awards:

Group will maintain duties until position is filled

Miscellaneous:

Shirley mentioned need to create budget for Chapter; categories may include awards, education & certification, membership recruitment and others

Budget should be adopted each year; some members wondered if the budget should be 2 years

Discussed having budget available by July 1st; Perhaps even May

Budget discussions and preparations should begin officially in March, but discussions can be ongoing throughout the year

Will schedule a follow-up meeting to discuss meal plan for upcoming year

Survey to be created again this year to get member feedback

Closing Remarks:

Shirley thanked everyone for coming and will follow up with email.

Meeting adjourned at 12:10pm

Respectfully Submitted by,

Angela Dickinson

AGA Maine Chapter Director of Communications / Incoming President-Elect