

AGA Chapter CEC Meeting Minutes

Date and Time: August 22, 2017, 11:00am

Location of Meeting: Burton Cross Building, 4th Floor, Room 400

List of Attendees – Name and Title:

- Shirley Browne – President
- Phillip Platt – President Elect
- Laurie Andre – Treasurer
- Kim Hall – Secretary
- Elise Houle – Education
- Faith Talbot - Bylaws
- Darroyln Worcester – Programs & Technical
- Douglas Cotnoir – Awards
- Mitch Boynton & Angela Dickinson – Communications

Opening Remarks:

President Browne handed out the agenda and welcomed us to the official first meeting of the year.

Shirley Browne -President:

Reviewed the Draft 2017/2018 Budget – see Treasurer’s section

Phillip Platt - President-Elect:

No report

Kim Hall -Secretary:

No official meeting minutes from the last meeting in June since there was no secretary in attendance. Starting with the next meeting, the secretary will provide everyone a copy of the meeting minutes prior to the next meeting.

Laurie Andre - Treasurer:

- Kim provided the end of the year figures for June 30. Overall figures ended 2016/2017 in the negative-\$520.64. This cost was mostly due to the expense for an extra room at the Senator for two separate meetings, \$350 more than budgeted.
- Current cash on hand is \$7549.00.
- Monthly meetings cost more than the chapter brings in for income. Doug motioned to increase the member meeting price to \$17 and non-members to \$25. All approved.

- Laurie provided the 2017-2018 Draft Budget for review.
- Last year there were two meetings where the cost was \$250 for an extra room. If this appears like it might happen in the future the secretary will keep track of a wait list to obtain enough attendees to cover the extra cost.
- Reviewed Budget line items:
- Swag items – new ideas for speakers. Check with Andrea to see the ideas she provided at a previous meeting – budgeted \$200
- Recruitment – keep \$100
- Doug motioned to cover the PDT registration of \$750, Mitch second, all approved
 - Also, include \$75 for charity with this line item
- Quarterly report – Shirley and Angela to train Phillip on how to complete
- 20th Anniversary meeting include in the Monthly Meeting line item cost – adjust amount based on approval of new pricing and a special lunch for the 20th anniversary
- Supplies – Tablet converter, projector – webinar kit - \$500 in budget – Remove line item, OSC will provide laptop and projector for the webinars.
- Angela - Motion to increase National Speaker Travel expense to \$500 – all approved
- Webinar pricing – keep at \$30 members, \$40 non-members except for the Webinar group purchases
- Assign the selection of the Senator Inn lunch menu items to Laurie, Kim and Angela who will provide options for review by everyone
- Update Budget figures and send out to everyone for review/approval

Douglas Cotnoir – Awards:

Award budget item was voted on to be \$400 for the 2017/2018 year

Faith Talbot – Bylaws & Policies:

Faith will bring the Bylaws & Policies to future meetings so that they can be referred to if needed during the meeting.

Andrea McKay -Community Service:

- Andrea is on vacation. Phillip will connect with her about what our next charity project might be. Suggestions: Back to school items or Boy & Girls Club backpack with food for kids.
- Secretary will plan to send the typical email invite from the State email account and the President will send any Charity information from our Google email account. Some members do not receive these emails, so we will check into contacting them separately.
- Possibly have a separate raffle item at the monthly meeting for individuals who bring in a donation for the most recent charity

Darroyln Worcester –Profession & Technical:

- Play the AGA video while members are checking into the monthly meeting

- Where will the webinars be housed, Darrolyn will work on booking room 400 for the meetings and possibly schedule a one or two at SESC.
- Bring laptop and OSC projector for the presenters
- September meeting – Terry Hayes – State Treasurer
- Kim to send out September 12 meeting invite soon
- Darrolyn has a list of other potential speakers. Obtain a Bio and introduce the speakers.
- 2017/2018 Webinars to purchase:
 - 09/13/17 – Communications/Leadership
 - 10/11/17 – Internal Control
 - 11/15/17 – Ethics in Fraud
 - 01/10/18 – Grants Management
 - 02/07/18 – GASB Update
 - 03/28/18 – Cybersecurity
 - 04/25/18 – DATA Act
 - 05/16/18 – Fraud/Data Analytics

Mitch Boynton & Angela Dickinson-Communications:

- Working on getting newsletter out prior to September meeting
- Possibly reduce the size of the newsletter so that individuals will be more interested in reading
- More Bios for the newsletter – currently using the speakers

Bethany Perry -Early Careers:

No Report

Elise Houle-Education:

- CC reporting – someone to learn how to do CC reports – Jody Breton teaches a class on this. Shirley will reach out to Jody to see if she might be available for training
- Lunch ‘n learns – bag lunch, walk through how to do CC Reporting
- Elise to see if rooms are available at SESC for any of the Webinar sessions

Tammy Chase-Membership:

No Report

Will Korth-Professional Certification (CGFM):

No Report

Miscellaneous Information:

- Select a month for the 20th anniversary based on when the National President can attend – possibly extend the meeting time, the room at the Senator is available until 2:30pm
- Angela spoke with Louise Burnette to see if the National Speaker can come for our 20th Anniversary – Angela to follow up
- Invite original AGA members to the 20th Anniversary meeting
- Send out Member satisfaction survey
- Free webinar today 08/22 – Planning meetings and events
- All CEC directors should be receiving the Leadership emails from national
- Schedule a lunch and learn follow up meeting with Elise, Shirley and Darrolyn – possibly end of September

Closing Remarks:

It's lunch time

Meeting adjourned: 12:09pm

Respectfully Submitted by,

Kim Hall

AGA Maine Chapter Secretary