

## ***AGA Chapter CEC Meeting Minutes***

**Date and Time:** October 16, 2017, 12:12pm

**Location of Meeting:** Burton M. Cross Building, 4<sup>th</sup> Floor, Room 400

### **List of Attendees – Name and Title:**

- Shirley Browne – President
- Phillip Platt – President-Elect
- Kim Hall – Secretary
- Laurie Andre – Treasurer
- Elise Houle – Education
- Andrea McKay – Community Service
- Faith Talbot – Bylaws
- Darrolyn Worcester – Programs & Technical
- Douglas Cotnoir – Awards
- Bethany Perry – Early Careers
- Darryl Stewart - Media

### **Opening Remarks:**

President Browne thanked everyone for coming and extended a welcome

Proceeded with Meeting Agenda

### **Shirley Browne-President:**

Discussed recruiting CEC nominations for the 2018-2019 program year. The following Director positions will be available: Membership, Community Service, Early Careers and Communication

### **Phillip Platt-President-Elect:**

Nothing to report

### **Kim Hall-Secretary:**

It was decided that the Secretary will send meeting minutes to the CEC via email

### **Laurie Andre-Treasurer:**

Started billing in October for webinars since we now have the final group purchases from 3 groups (DOT, OSC & Service Center); Draft Budget – Increased Education Lunch & Learns by \$50 and added line items for expense of \$90; Budget Approved

**Doug Cotnoir – Awards:**

Nothing to report

**Faith Talbot – Bylaws & Policies:**

Nothing to report

**Andrea McKay-Community Service:**

Back to school collection was a big hit – we donated 19 backpacks and 2 boxes of supplies to the Family Violence Project; Shirley will send an email from the Gmail account in regard to our next community service project; Include pledge cards on the tables at the November meeting for donations to the next Community Service event; possibly have a separate raffle item at the monthly meeting for individuals who bring in a donation for the most recent charity. CEC members will donate raffle items.

**Mitch Boynton/Angela Dickinson-Communications:**

Plan on sending the Newsletter out a little earlier, so that it's available before the monthly meeting

**Bethany Perry-Early Careers:**

Reach out to UMA and Thomas; send them a schedule of our luncheons

**Elise Houle-Education:**

Lunch & Learns – Jody Breton to provide training over CC reporting. \$5 charge to fund the Education program and Community Service. Darryl Stewart is willing to speak at Lunch & Learn – Topic: Confidentiality and Sensitive Information

**Tammy Chase-Membership:**

Absent

**Will Korth-Professional Certification (CGFM):**

Absent

**Darrolyn Worcester: Programs & Technical:**

Obtain James Arnette's bio for the Newsletter; work on activity for 20<sup>th</sup> Anniversary meeting in November

**Miscellaneous Information:**

20<sup>th</sup> Anniversary to have National President, James Arnette; James will be speaking on Internal Controls

**Closing Remarks:**

President thanked everyone for coming.

**Meeting Adjourned 1:12pm**

Respectfully Submitted by,

**Kim Hall**

AGA Maine Chapter Secretary