

**New Mexico Chapter of the Association of Government Accountants Chapter  
Executive Committee Meeting Minutes - DRAFT**

**Date: February 11, 2020, Time: 11:45 am**

**Location: CONFERENCE CALL: (505) 515-2500 ACCESS CODE: 50016**

**1. Roll Call**

Janet  Wanda  Jolene  Kim  Blanca  James   
Margaret  Bryan  Elena  Misty  Jessica  Todd   
Miranda  Terese  Chantae  Elizabeth  Luis  Vince

Roll call was taken at: 11:55 am

**2. Approval or Additions of/to Agenda:** Motion to approve as submitted below, seconded and passed

**3. Approval of Minutes from:** 6/26/2019; 1/14/2020 - Motion to approve as submitted, seconded and passed

**Discussion Items:**

4. 2020 PDT Planning
  - a. Second planning call scheduled for Wednesday, February 12<sup>th</sup> at 12 pm
5. Treasurer's Report (Elena)
  - a. December 2019 – January 2020 Treasurer's Report - Motion to approve as submitted, seconded and passed
  - b. Form 990. Elena working on submission for 3/31/2020 tax year. Elena will work on today 2/11/2020
  - c. Stamps. Need approval from CEC to purchase stamps for Treasurer - Motion to approve as submitted, seconded and passed
6. Education (Blanca/Kim/James; NEW – Blanca/Wanda/Miranda/Elizabeth/James (CHAIR)/Todd/Jolene)
  - a. Calendar of Events – Need to decide if we want to do webinars next program year
  - b. Monthly Luncheons – Wanda and Janet to work on dates and times to tentatively begin April 2020. Jolene and Janet to talk with Charles Sallee as a potential monthly luncheon speaker in April 2020
7. Membership (Bryan)
  - a. Membership Report. Per Bryan, we have 233 active members. He has reached out and welcomed all new members as he is notified of the same by the National Office.
8. CGFM (Teresa (CHAIR), James)
  - a. CGFM Plan for PY19-20. Submitted to CEC for approval Motion to approve as submitted, seconded and passed
  - b. CGFM Study Materials Report  
**2016 Study Guides – need to be returned to Terese Montoya**  
Study Guide 1 (3 Copies: 1) Todd Newman – DFA; 2) Amelia Chavez – PED; 3) Available)  
Study Guide 2 (2 Copies: 1) Miranda Mascarenas – DFA; 2) Amelia Chavez – PED)  
Study Guide 3 (2 Copies: 1) Available; 2) Available)  
**2019 Study Guides**  
Order three (3) sets for checkout by NM Chapter members  
Ordered and received one (1) set on 2/3/2020. Will order the remaining two (1) sets once the balance of the Path to CGFM 2019 Study Materials and the 2/3/2020 order have been paid in full.
  - c. CGFM Month – March 2020 will include ABQ Chapter in the Governor's Proclamation template. Terese to get the proclamations from City of Santa Fe, County of Santa Fe and Governor of NM. Per Terese, City of Santa Fe does not read the proclamation publicly. County of Santa Fe does

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read the proclamation publicly. Terese to work with Elena to get put on the agenda for the next County of Santa Fe meeting to have the proclamation read and presented publicly, possibly the 2<sup>nd</sup> and the last Tuesday of the month. Terese also working on the Governor's Office proclamation.

9. Community Service (Margaret/Jolene/Luis)
  - a. Community Service Plan PY19-20 update
  - b. Holiday Social was held on 1/29/2020 to benefit the Esperanza Shelter. Recommend \$250 donation to the Esperanza Shelter from the NM Chapter - Motion to approve as submitted, seconded and passed. Amount collected during the event to be tabulated.
10. Accountability and Awards (Jessica; Elizabeth Burks)
  - a. Financial Manager of the Year (Committee Members – Jessica/Elizabeth (Chair), Janet, Wanda, James, Elena). Nominations for the Financial Manager of the Year for 2020 will open in May of 2020. This will also be announced at the 2020 PDT in March 2020, at any luncheons held before May 2020 and in the monthly newsletters issued.
11. Website (Misty/Elena)
  - a. Continually updated for content
  - b. 2020 PDT – Save the Date is posted on the NM Chapter website. Will post the registration link once received from the Albuquerque Chapter – Registration link has been posted to the NM Chapter website
12. Newsletters:
  - a. January/February 2020 will be posted soon
13. Insurance – Annual professional liability – paid/coverage through February 2020. Renewed in Feb 2020.
14. Lead!2020, April 30-May 2, 2020 –
  - a. Recommended to attend: NCC Representative (becomes chapter's NCC rep on 07/01/2020); Incoming Chapter President (becomes Chapter President on 07/01/2020) and one other attendee of the chapter's choosing, preferably: membership chair, education chair or incoming chapter officer who has never attended a volunteer leader training. Will add to next meeting's agenda who will be attending. Need to determine who is going to attend in order to sign up for the training. Deadline to RSVP is March 6<sup>th</sup>. Email to be sent out to CEC requesting who will attend, if need hotel, etc.
15. NCC Representative – Todd Newman chosen as the 7/1/2020-6/30/2021 - Todd has declined the position, Wanda Gonzales will continue as NCC Representative
16. Officer Nominations – Nominations will open up to the membership for the Chapter Officers on February 15, 2020 – Email will be sent to the NM Chapter membership requesting nominations.

**Positions open are:**

- a. Chapter President Elect (one year term)
- b. Chapter Vice President (one year term)
- c. Secretary (one year term)
- d. Treasurer (two year term)

**All nominees must indicate their willingness to serve if elected.**

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17. Other –

- a. Chapter Recognition Points – Misty working on submission
- b. Citizen Centric Report (CCR)
  - i. Misty is currently working on FY19 and FY20.
- c. Banner – to be ordered from Vista Print. Finalizing the order this week.

NEXT CEC Meeting: **11:45 am, Tuesday, March 10th, 2020 via CONFERENCE CALL**

Meeting adjourned: 12:25 pm

