



South Dakota  
Chapter

## Chapter Executive Committee ~ Meeting Agenda ~ December 13, 2023, ~ 12:00pm Matthew's Training Center or Virtual

1. Call to Order
  - a. Amanda Shoop, Tiffany Ripperda, Amanda Jandt, Cassandra Ryckman, Fabricio Rodrigues, Sarah Wellner, Nicole DeSloover, Jennifer Neely, Allysen Kerr
2. Review, addition to, adoption of agenda
  - a. Amanda S motions to approve, Amanda J seconds. Motion carried.
3. Approval of Prior Meeting Minutes (Amanda S.)
  - a. Nicole motions to approve, Amanda J seconds. Motion carried.
4. Treasurer's Report (Jennifer) – balance \$26,845.38
  - a. Revenues: None
  - b. Expenses:
    - i. \$202.50 – CGFM Reimbursement
    - ii. \$100.00 – Scheel's GC for PDC Raffle
  - c. Tiffany accepts as presented.
5. Old Business
  - a. 2023-2024 Webinars
    - i. Matthew's Training Center Booked:
      1. December 13 – Risk Management
      2. February 7 – GASB Update
      3. May 22 – Leadership
  - b. 2023 – 2024 National Events:
    - i. National Leadership Training – February 28-29, 2024, in Washington D.C.
    - ii. LEAD! 2024 – Thursday, April 11 – Saturday, April 13 in Baltimore, MD
      1. Emailed Lauren – Can attend Friday & Saturday if anyone is interested.
    - iii. 2024 PDT – July 14-17, 2024, in Denver at the Sheraton Denver Downtown Hotel
  - c. 2023 – 2024 SD Chapter Events:
    - i. Lunch & Learns
      1. Q3: January to March
        - a. March 13, 2024 CGFM L&L @ Matthew's Training Center
      2. Q4: April to June
        - a. In May have Jason Lutz of BFM give an ERP update
  - d. Chapter Audit
    - i. Matthew Fickbohm is currently working on audit. Has all items needed.
      1. Amanda J will reach out in February.
6. Directors Reports
  - a. ACE Reporting (AJ)
    - i. Next Pulse Check due 2/1/24
  - b. Accountability (Sarah)
    - i. Member Satisfaction Survey
      1. 13 responses so far, meet the 10% mark.
      2. Melinda Kruger-Bown and Lisa Schofield win.
    - ii. December Newsletter



South Dakota  
Chapter

1. Ready to go and will end out
  - c. Bylaws and Procedures (Fabricio)
  - d. Certification (Lacey)
    - i. Midwest CGFM Study Group
    - ii. S/O Nicole for earning her CGFM
      1. WOOT WOOT
  - e. Communications (Nicole)
    - i. Get to know CEC Social Media Posts:
      1. December – Sarah & Fabricio
      2. January – Darcy & Jennifer
    - ii. Added PARS information and Webinar reminder
  - f. Community Service (Allysen)
    - i. PARS Holiday Feast Boxes: \$1,990 in donations. \$3,980 with AGA match. Total of 49.75 boxes donated!
    - ii. Challenge next year to see who can raise the most.
  - g. Early Careers (Cassandra)
  - h. Education (Vacant)
  - i. Membership (Cody)
    - i. Fall Membership Challenge Update:
      1. 4 new members
        - a. DOH has one coming
        - b. BFM has one coming
        - c. DHS has one coming
        - d. DLA might have a few?
  - j. Programs & Technical (Amanda W.)
7. New Business:
8. 2024 PDC (April 10 & 11)
- a. Day 1 booked
  - b. 3 slots available for Day 2
    - i. Nicole reached out to CFE Twin Cities Chapter for speakers on fraud or ethics
    - ii. Amanda J reached out to suggested speaker and is available on April 11<sup>th</sup>.
    - iii. Amanda S reached out to Kearny and waiting to hear back
  - c. Speakers:
    - i. Kelly Paxton (Fraud/Ethics)
      1. Jo isn't available – Do we want Kelly again this year or skip this year?
    - ii. Tommy Stevens
    - iii. Elizabeth McDowell – \$4,250 – AJ has been introduced to
      1. Booked April 10<sup>th</sup> @ 10 & 1
    - iv. Lisa Parker (GASB Update) – AJ has been introduced to
      1. Booked April 10<sup>th</sup> @ 8am
      2. Will only have to pay for travel. Cannot charge to speak.
    - v. Lisa Schofield (Single Audit)



South Dakota  
Chapter

1. DLA/BFM ACFR and Single Audit Panel (Allysen Kerr Moderate)
    - a. Lisa Schofield (DLA)
    - b. Rod Fortin (DLA)
    - c. Keith Senger (BFM)
    - d. Amanda Werre (BFM)
  - vi. John Meyer (Leadership & Building Great Teams) – \$3,500 - AJ has been introduced to
    1. Booked April 10<sup>th</sup> @ 3
  - d. Swag:
    - i. Yeti Can Koozie – Received
    - ii. Items from 4Imprint:
      1. Amanda Shoop will work on a few things
  - e. Raffle Items:
    - i. Bought (Total Spent \$312.19):
      1. Kindle – Bought
        - a. \$25 Amazon Gift Card – Need to purchase
        - b. Amanda J will buy when she purchases the gift cards from above
      2. Wireless Headphones – Bought
      3. Ring Doorbell – Bought
      4. \$100 Scheel's Gift Card – Bought
      5. Adding Tile with each gift – Need to Purchase
        - a. Sarah will buy 4 tiles
  - f. Need to update CPE certificates to follow South Dakota Board of Accountancy (Nicole Kasin)
    - i. Anyone have time to research? Accountancy.sd.gov
      1. Amanda S reached out. Update the form to take off the compliance statement in the certificate. Have sponsor form and agenda available.
  - g. MyPlace Hotels rooms to book:
    - i. John Meyer: April 10
    - ii. Elizabeth McDowell: April 9 & 10
    - iii. Lisa Parker: Emailed 12/11/23 for date(s) of room needed
  - h. What are we raising funds for?
    - i. Sleep in Heavenly Peace??
  - i. Events
    - i. Social Hour – April 10<sup>th</sup>
    - ii. Speaker Dinner – April 10<sup>th</sup>
  - j. Raffle
    - i. Fill out form with Fort Pierre to conduct the raffle
9. Other Items of Note
- a. Upcoming Webinar:
    - i. Risk Management Webinar – December 13 @ 1pm @ Matthew's Training Center
    - ii. Uniform Guidance & Grant Accounting – January 17 @ 1pm – Virtual
10. Adjourn to next meeting, January 10, 2024
- a. Amanda S motions to adjourn, Amanda J seconds. Motion carried.