**Chapter Executive Committee ~ Meeting Minutes ~ December 11, 2024, ~ 12:15pm Soldiers & Sailors or Virtual**

1. Call to Order
   1. Amanda Jandt, Amanda Werre, Amanda Shoop, Tiffany Ripperda, Sarah Wellner, Katie Lowe, Fabricio Rodriguez, Nicole DeSloover, Ally Kerr, Jessica Duvall, Brian Englund, Cassandra Ryckman
2. Review, addition to, adoption of agenda
   1. Katie motions to approve, Fabricio seconds. Motion carried.
3. Approval of Prior Meeting Minutes (Amanda S.)
   1. Sarah motions to approve, Fabricio seconds. Motion carried.
4. Treasurer’s Report (Cassandra) – balance $20,771.82
   1. Revenues: None
   2. Expenses: $353.46
      1. Webinar Gift Card prize to SD Popcorn Co - $25
      2. Mark Matteson FedEx shipment - $68.30
      3. Fireplace & cooler for Raffle Prize - $150.79
      4. Amazon Firestick & Kindle for Raffle Prize - $109.37
   3. Other Note:
      1. Cassandra and AJ will set up a high-yield savings account at U.S. Bank once ACFR season is complete.
   4. Accepted as presented.
5. Old Business
   1. 2024-2025 Webinars
      1. Calendar invites start at 1 pm for the webinar and social hour begins at 12:30 pm.
         1. Becker Hanson Building – Room B17
            1. April 23 – Data Analytics/Fraud
            2. May 7 – Risk Management
         2. Matthew’s Training Center
            1. February 5 – GASB Updates
            2. May 28 – Leadership
         3. The winner at our last 2 webinars:
            1. Haylee Hauck. We had 8 attendees – 4 board members & 4 non-board members
            2. Meghan Letellier. We had 7 attendees – 3 board members & 4 non-board members
   2. 2024 – 2025 National Events:
      1. National Leadership Training – Date: February 19-20, 2025, in Washington D.C. or Virtual
      2. LEAD!2025 – TBD
      3. PDT 2025 – Date: July 27-30, 2025, in Nashville, TN
   3. 2024 – 2025 SD Chapter Events:
      1. Lunch & Learns
         1. Q2: October to December
         2. Q3: January to March
            1. CGFM L&L is booked!
            2. Wednesday, March 12 from 12 – 1 pm @ Matthew’s Training Center
            3. Lacey and Tiffany will host. Lunch will be provided.
         3. Q4: April to June
   4. Chapter Audit:
      1. No update from the previous meeting. AJ will reach out to Matt to ask for an update.
         1. AJ will buy a $50 gift card to the movie theater as a thank you and appreciation for completing this task.
6. Directors Reports
   1. ACE Reporting (Darcy)
      1. Second Pulse Check is due Saturday, February 1
   2. Accountability (Sarah)
      1. Membership Survey
      2. No gift cards.
   3. Bylaws and Procedures (Katie)
   4. Certification (Lacey)
   5. Communications (Nicole)
      1. Get to know CEC Board Members Survey Word Document
      2. Fabricio next.
   6. Community Service (Allysen)
      1. PARS Holiday Thanksgiving and Christmas Feast Boxes Update
      2. Great turn out, 59 boxes!
   7. Early Careers (Shenal)
   8. Education (Brian)
   9. Membership (Fabricio)
   10. Programs & Technical (Jessica)
       1. Was able to login to the AGA website
7. New Business:
   1. Treasurer’s Quarterly meeting on 11/14
      1. Focused mostly on ACE reporting or the Chapter Audit. What is the time frame? The whole purpose for ACE reporting was to get the chapter a report on how they are doing.
8. 2025 PDC (April 1 & 2, 2025):
   1. Venue – Drifters
      1. Food & drinks have been confirmed with Kayla. Final headcount to Kayla by March 26th. AJ has a calendar reminder for March 21st.
   2. Keep doors locked until 7:30 am
   3. Speakers (total $13,650):
      1. Billy Morehead (Internal Controls and Green Book & Fraud and Ethics) - $1,500
         1. Booked April 1st @ 8 am & 1 pm
         2. Does not need a W-9.
      2. Kurt Schlicker (Subrecipient monitoring) - $5,000
         1. Booking for April 1st @ 10 am
         2. Still working on contract with Keith
      3. Mark Matteson (Freedom from Fear & Team and Trust Building) - $5,400
         1. Booked April 1st @ 3pm & April 2nd @ 8 am
         2. Amanda Shoop to ask Mark for a W-9.
      4. Tommy Stevens (AI & Excel Pivot Tables & Formulas) - $1,750
         1. Booking for April 2nd @ 10 am & 1 pm
         2. Still working on contract with Keith
      5. DLA Panel, BFM, and other state agencies
         1. 1 session – April 2nd @ 3pm
         2. Decide topics in Feb/March
            1. Get various agencies to talk about risk assessments
         3. Skip for this year.
      6. Chris Kalafatis (Baker Tilly’s Risk Advisory practice)
         1. Topic – Fraud but has other topics if we don’t want another session on Fraud
         2. Cost – Free
         3. Should be able to be here during
      7. Steve Berg – Procurement
         1. Amanda Shoop will reach out again and see if he is willing to present.
      8. Drifters has a partnership with AmericInn.
   4. Swag:
      1. Bluetooth Speakers
      2. Deck of Cards
      3. Pens
         1. They have pens with fidget spinners.
      4. Darcy has requested a couple of samples for potential swag items.
      5. How much was spent in the past?
         1. 2024 – total was $4,973.38. The big item was the Yeti Koozies that we bought for $3,783.38.
         2. 2023 - The big item was the power banks that we bought for $3,353.92.
   5. Raffle Items ($260.16):
      1. Prize 1: Movie Night
         1. Amazon Fire Stick - Bought
         2. Heated Blanket
         3. $30 Netflix gift card
      2. Prize 2: Backyard Social
         1. Steal Fire Pit – Bought
         2. Marshmallow Roasting Sticks
         3. 1 black and 1 white yeti koozies – in storage unit
      3. Prize 3: Camping Season
         1. Coleman cooler – Bought
         2. Grill Accessories
         3. Digital Meat Thermometer
         4. 1 black and 1 white yeti koozies – in storage unit
      4. Prize 4: Relaxation
         1. $15 Amazon gift card
         2. Amazon Kindle - Bought
      5. Think about what organization we want to raise funds for.
         1. AGA National only matches when it is a national organization.
         2. Ally will reach out to National for a list of options
         3. Jessica will figure out if the Middle School Gov Grocery Store is tied to another organization.
9. Other Items of Note:
   1. Upcoming Events:
      1. GASB Update – February 5th @ Foss Building, Matthew’s Training Center
         1. Social Hour begins at 12:30 pm
      2. Treasurer’s Quarterly Chat – February 27th @ 2 pm
10. Adjourn to next meeting, January 8th, 2025.
    1. Fabricio motions to adjourn, Katie seconds. Motion carried.

Respectfully submitted, Amanda Shoop