**Chapter Executive Committee ~ Meeting Minutes ~ July 17, 2024, ~ 12:00pm Soldiers & Sailors or Virtual**

1. Call to Order
	1. Amanda Jandt, Amanda Werre, Katie Lowe, Sarah Wellner, Darcy McGuigan, Jessica Duval, Nicole DeSloover, Fabricio Rodriguez, Shenal Premarathna, Cassandra Ryckman, Amanda Shoop, Brian Englund, Keith Senger
2. Review, addition to, adoption of agenda
	1. See below in Treasurer’s Report Correction
	2. Fabricio motions to approve, Shenal seconds. Motion carried.
3. Approval of Prior Meeting Minutes (Amanda S.)
	1. Fabricio motions, Katie Lowe seconds. Motion carried.
4. Treasurer’s Report (Cassandra) – balance $26,439.77
	1. Revenues: None
	2. Expenses:
		1. Bryn Harari Speaking – $1,200
		2. Sleep in Heavenly Peace PDC Fundraiser – $1,664
			1. $1,164 Sleep in Heavenly Peace
			2. $500 AGA National for Fundraiser
		3. June Lunch & Learns – $701.48
	3. Accept as presented.
5. Old Business
6. Directors Reports
	1. ACE Reporting (Darcy)
		1. Pulse Checks are due November 1, February 1, and May 1 (Final report)
	2. Accountability (Sarah)
		1. Annual report, September 30th
	3. Bylaws and Procedures (Katie)
		1. Amanda Jandt will meet with Katie about updates or changes to submit.
	4. Certification (Lacey)
	5. Communications (Nicole)
		1. Nicole will put together a list of questions for Board members to answer for Facebook posts.
	6. Community Service (Allysen)
	7. Early Careers (Shenal)
	8. Education (Brian)
	9. Membership (Fabricio)
		1. Fabricio send email to professionals to encourage students and professors to apply for free membership that includes free CPE and educational opportunities. Economics club, accounting clubs, etc. Something to add to resume!
	10. Programs & Technical (Jessica)
7. New Business:
	1. Review 2024-2025 Board Members and Positions
	2. Selection of 2024-2025 Webinars
		1. Do we want to offer social hour quarterly with these Webinars at Matthew’s?
			1. About 15-20 attendees, mostly ACFR BFM office
		2. Choosing 8 – BFM Sponsoring.
			1. Yes, contact Matthews, Becker Hansen, and Capital to see what is available. Have a $25 gift card available for those events. Fabricio motions, Nicole seconds. Motion carried. .
	3. 2024 – 2025 Chapter Affiliation Requirements
		1. Cassandra will submit the IRS forms.
		2. Sarah to do the annual report.
	4. 2024 – 2025 Key Performance Indicators
	5. 2024 – 2025 SD Chapter Plan
		1. AJ has started and would like feedback from the board.
		2. Due September 1st. Extra 100 Points if submitted by August 1st. AJ’s goal is August 1st.
		3. Membership
			1. Membership Growth: 3rd tier 500 points - Fabricio will send email to professors and ask them to become members for free to receive free CPC
				1. 100 points for submitting by August 1
			2. Member Satisfaction: 2nd tier 300 points – send out survey and attain 80% satisfaction
		4. Education
			1. Training Events: Tier 3 500 points – 50% networking opportunity
			2. Educational Meeting Attendance: Tier 2 300 points – advertise/offer events beyond current membership base
			3. Educational Meeting Satisfaction: Tier 1 100 points: Chapter maintains their meeting satisfaction
		5. CGFM
			1. Candidate support: Tier 3 500 points: Study groups, training materials, reimbursement, and March info session about CGFM
			2. CGFM Support: Tier 2 300 points: recognize CGFM in all events
				1. Try to obtain proclamation: 100 bonus points
		6. Communication
			1. Tier 3 500 points: Webmaster, Quarterly newsletters, and social media points
				1. Submit annual report by October 31st in the CCR format: 100 bonus points
		7. Community Service
			1. Tier 3 500 points: Sleep in Heavenly Peace at PDC, Meals during the holidays, donate to AGA national
		8. Succession Plan
			1. Chapter Leadership: Tier 3 500 points: always try to get new CEC members, ¼ are young professionals and never served
				1. 100 points if positions to AGA national by June 2nd
			2. Student & Young Professionals: Tier 3 500 points – Career fairs, promotes and encourages students and YP to participate, professor memberships
	6. 2024 – 2025 Monthly Meetings
		1. Keep Virtual?
			1. Try to make it a priority to make it to the meetings in person.
		2. 1st Wednesday of the 1st full week of the month?
			1. 12:15 start time to work with everyone’s lunch schedule.
	7. 2024 – 2025 National Events:
		1. Internal Control & Fraud Prevention Training – September 19-20,2024, in Washington D.C.
		2. Technology & Transformation Summit – Date: TBD but in Washington D.C.
		3. LEAD!2025 – February 19th – 20th Washington DC
	8. AGA Conferences i/o.
		1. Received an email from national on Conferences i/o. Deadline is August 1st and cost $300 depending on availability. We have passed on this opportunity in the past.
		2. Consensus is no.
	9. 2023 – 2024 SD Chapter Events:
		1. Lunch & Learns
			1. Q1: July to September
			2. Q2: October to December
				1. Tax update – Amanda Shoop will reach out
			3. Q3: January to March
				1. In March have a CGFM L&L
			4. Q4: April to June
				1. PDC
			5. If you have any ideas, please let AJ know and can start planning.
8. 2025 PDC (April 1 & 2, 2025):
	1. Venue - Drifters
	2. Keep doors locked until 7:30am
	3. Speakers:
		1. Jessica Rector – Keynote speaker from February reached out to AJ.
	4. Swag:
		1. Deck of cards, arcade games.
	5. Raffle Items:
	6. Event insurance: During February and June’s Treasurer’s quarterly chat, it addressed questions about how chapters can obtain event insurances, especially for Chapter PDCs.
		1. We haven’t had any event insurances for our PDCs, but is this something our Chapter should look into? If so, AJ does have a contact person through AGA to start the process/gather more information.
	7. Include pop and podium
9. Other Items of Note:
10. Adjourn to next meeting, TBD.
	1. Keith motions to adjourn. Fabricio Seconds. Motion carried.

Respectfully submitted,

Amanda Shoop