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Chapter

## Chapter Executive Committee ~ Meeting Minutes ~ November 8, 2023, ~ 12:00pm Soldiers & Sailors or Virtual on Teams

1. Call to Order
  - a. Tiffany Ripperda, Amanda Jandt, Amanda Werre, Fabricio Rodriguez, Cassandra Ryckman, Darcy McGuigan, Lacey Walz, Nicole DeSloover, Sarah Wellner, Amanda Shoop
2. Review, addition to, adoption of agenda
  - a. Amanda W motions to approve, Darcy M seconds. Motion carried.
3. Approval of Prior Meeting Minutes (Amanda S.)
  - a. Amanda J motions to approve, Fabricio seconds. Motion carried.
4. Treasurer's Report (Jennifer) – balance \$27,147.88
  - a. Revenues:
    - i. \$270.00 Chapter Dues
  - b. Expenses:
    - i. \$3,783.38 Koozies for PDC Swag
    - ii. \$312.19 for PDC Raffle
    - iii. \$53.10 for CGFM Study Guide 1 for Study Group
  - c. Expenses to Vote on:
    - i. Storage Unit due 1/1/2024 - \$600.00
      1. Amanda W motions to renew, Amanda J seconds. Motion carried.
    - ii. PO Box also due in January
      1. Darcy motions to approve, Fabricio seconds. Motion carried.
5. Old Business
  - a. 2023-2024 Webinars
    - i. Matthew's Training Center Booked:
      1. December 13 – Risk Management
        - a. Amanda W motions to renew, Darcy seconds. Motion carried.
      2. February 7 – GASB Update
      3. May 22 – Leadership
  - b. 2023 – 2024 National Events:
    - i. Technology & Transformation Summit – November 16, 2023, in Washington D.C.
    - ii. National Leadership Training – February 28-29, 2024, in Washington D.C.
    - iii. LEAD! 2024 – Thursday, April 11 – Saturday, April 13 in Baltimore, MD
    - iv. 2024 PDT – July 14-17, 2024, in Denver at the Sheraton Denver Downtown Hotel
  - c. 2023 – 2024 SD Chapter Events:
    - i. Lunch & Learns
      1. Q2: October to December
      2. Q3: January to March
        - a. In March have a CGFM L&L



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3. 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.
6. Directors Reports
  - a. ACE Reporting (AJ)
    - i. 1<sup>st</sup> Pulse Check done 10/31/23
      1. Submitted
    - ii. Next Pulse Check due 2/1/24
  - b. Accountability (Sarah)
    - i. Chapter CCR – Submitted & added to Website
    - ii. Next newsletter will be December
    - iii. Membership Survey go out in November
      1. 2 \$25 Amazon gift cards to giveaway
      2. If you complete the survey you get in a drawing for a \$25 gift card
      3. Amanda W motions to approve, Amanda J seconds. Motion carried.
  - c. Bylaws and Procedures (Fabricio)
    - i. Updated bylaws added to SD Chapter Website and marked as reviewed on Chapter Affiliation Requirements 11/7/2023
  - d. Certification (Lacey)
    - i. Area 3 CGFM Study Group started 11/6/2023
    - ii. Amanda Jandt is going to try and book Mathews Training Center for March L&L
  - e. Communications (Nicole)
    - i. Get to know CEC Social Media Posts:
      1. Fabricio & Amanda S – November (Send info to Nicole & Tiffany)
      2. Sarah – December
  - f. Community Service (Allysen)
    - i. PARS Holiday Feast Boxes
  - g. Early Careers (Cassandra)
    - i. Keith is handing out AGA information at Northern in the class he is teaching.
  - h. Education (Vacant)
    - i. Scholarship Posted to website and email sent 11/7/2023
      1. Academic courses only, or can an AGA member apply for this scholarship to assist with CGFM expenses?
        - a. Academic only.
  - i. Membership (Cody)
    - i. Fall Membership Challenge Update
      1. Whoever signs up and mentions someone told them to sign up will be put into a drawing for gift cards.
        - a. 2 for new members, 2 for old members (recruiters)
        - b. From now until Friday, February 2<sup>nd</sup>
      2. Approved unanimously.
  - j. Programs & Technical (Amanda W.)
7. New Business:



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8. 2024 PDC (April 10 & 11)

a. Speakers:

- i. Kelly Paxton (Fraud/Ethics)
  1. Jo isn't available – Do we want Kelly again this year or skip this year?
  2. [Save for Jo next year](#)
- ii. Jo Erven (Fraud/Ethics)
  1. Not Available – Keep on list to contact for 2025 PDC
- iii. Elizabeth McDowell
  1. Fee: 2 CPE hrs \$2,500; 4 CPE hrs \$4,250
  2. Date Preference: Available Either Day
  3. Topics: Ethics and maybe risk assessment?
    - a. [Ethics](#)
    - b. [Beyond Spreadsheets](#)
    - c. [Risk Assessments](#)
  4. [Day 1 – Day 1](#)
- iv. Lisa Parker (GASB Update)
  1. Booked April 10<sup>th</sup> @ 8am
  2. Will only have to pay for travel. Cannot charge to speak.
  3. [Day 1](#)
- v. Lisa Schofield (Single Audit)
  1. DLA/BFM ACFR and Single Audit Panel
    - a. Lisa Schofield
    - b. Keith Senger
    - c. Rod Fortin
    - d. [Amanda Werre](#)
    - e. [Aly will moderate](#)
  2. [Day 2](#)
- vi. Leadership:
  1. John Meyer (Leadership)
    - a. Fee: \$3,500 (nothing for driving here but would have to include hotel if needs to stay the night)
    - b. Topic: Leadership & Building Great Teams. [Inspirational Speaker for Workshops, Retreats & Events in Sioux Falls & Beyond | John T. Meyer \(johntmeyer.com\)](#)
    - c. Available either day
  2. [End Day 1](#)
- vii. Dr. Brooke Stuart
  1. Fee: \$1,500
  2. Topic: Beyond Burnout
  3. Would prefer April 11<sup>th</sup>
  4. [Voting no.](#)
- viii. Other Speaker Options?
- ix. [Ethics on Day 2](#)



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- b. Swag:
    - i. Yeti Can Koozie – Received
  - c. Raffle Items:
    - i. Bought (Total Spent \$312.19):
      - 1. Kindle – Bought
      - 2. Wireless Headphones – Bought
      - 3. Ring Doorbell – Bought
    - ii. To Buy (Remaining \$187.81):
      - 1. Scheel's Gift Card – How much?
        - a. \$100
      - 2. Amazon Gift Card (to go with Kindle) – How much?
        - a. \$25
      - 3. Add something small with each one?
        - a. Tile with each gift – approved.
  - d. Need to update CPE certificates to follow South Dakota Board of Accountancy (Nicole Kasin)
    - i. Anyone have time to research? Accountancy.sd.gov
  - e. Discuss food – Menu sent in attachment on email
    - i. Wednesday, April 10
      - 1. Morning Break: Carmel rolls
      - 2. Lunch: Taco Bar
      - 3. Afternoon Break: Veggie tray?
      - 4. Social Hour: Popcorn, Pretzel Bites, Mexican Dips
    - ii. Thursday, April 11
      - 1. Morning Break: Yogurt Parfait
      - 2. Lunch: Sandwich and Soup
      - 3. Afternoon Break: Brownies, Cookies, Mini Cheesecakes Bites
  - f. What hotels?
9. Other Items of Note
- a. Upcoming Webinar:
    - i. Ethics – November 8 @ 1pm
    - ii. Treasurer's Quarterly Chat – November 9 @ 2pm
    - iii. Meetings & Events Townhall 11/14 @ 1pm
    - iv. Area 3 November Lunch & Learn – November 30 @ 12pm
    - v. Membership Townhall 12/12 @ 1pm
    - vi. Risk Management Webinar – December 13 @ 1pm @ Matthew's Training Center
10. Adjourn to next meeting, December 13, 2023 – Will be held at the Matthew's Training Center before the webinar
11. Amanda S motions to adjourn, Fabricio seconds. Motion carried.