

#  Tuesday, September 13, 2022, 5:30 PM

#  Chapter Executive Committee Meeting

# Minutes

By Zoom

**Call to Order** – President Tracie Hodge called the meeting to order at 5:37pm. The following officers and directors were in attendance:

Chapter Officers:

Tracie Hodge, President

Pete Walker, Treasurer

Pam Ray, Secretary

Board Members:

Angie Robertson

Sue Graham

Patrick Cowen

Patricia Manning, Past President

Angela Rowe

Antonio Murphy

Officers and Directors not present:

John Beall, President-Elect

William Knight, Treasurer-Elect

Brittnee Clark

Justin Evans

Melinda Miguel

**Meeting Quorum** – Pam Ray indicated a quorum was present. A quorum is reached when 50% plus 1 are in attendance.

**Prior Meeting Minutes** – The August CEC meeting minutes, including one correction, were presented by Pam Ray. Angie Robertson made a motion to accept the minutes with correction and Antonio Murphy seconded. The vote was held and passed.

#  New Business:

Contract with Capital City Country

President Hodge confirmed that the contract has been received which includes a minimum of 25 lunch attendees in the price. All luncheon dates were available and she will sign and return.

Contract with FSU Turnbull Center

President Hodge confirmed that the dates were locked in at the Turnbull and that the contract would be forthcoming.

Conference i/o Contract Renewal

President Hodge confirmed that the contract had been renewed.

September 28, 2022 AGA Webinar on Communications

Patricia Manning confirmed that the webinars for the season had been ordered and that she would not be available September 28 to work the 30 attendee limit registrations. Patricia also offered that additional spots could be purchased if needed. Sue Graham confirmed that National would not permit the Chapter to host the webinars at the SBA so they will be offered online with individual logins. Pam Ray offered to send out the announcement to the AGA community, monitor the AGA email and respond to those requesting to attend.

Quick Books Invoice

Angie Robertson confirmed that the invoice had been resolved regarding administrative rights. Pete Walker confirmed that the check had cleared the bank.

Luncheon Speakers

President Hodge confirmed the speaker for September and thanked Sue Graham for her assistance in securing future speakers through January.

Community Service

Patricia Manning offered to research other community service opportunities within the Tallahassee area other than those already identified. Other suggestions are welcomed. Wreaths across America is coming up and we usually purchase 10 of those. Angie Robertson confirmed that $1,000 is budgeted for community service.

Citizen Centric Report

Patrick Cowen provided John Beall with the report from last year and does not know the status. President Hodge offered to follow up with John Beall.

CGFM Training

Sue Graham confirmed that the speaker and training is on schedule. Pam Ray agreed to send out a reminder to the AGA community of the upcoming training opportunity.

Website Updates

Pam Ray confirmed that the luncheons have been added to the website and the webinars as needed to reach the 30 attendee limit.

GTE Planning

* + 1. Price - Will remain the same as last year.
		2. Offering will again be hybrid.
		3. Speakers Update –The GTE committee includes Tracie Hodge, Patricia Manning and John Beall. Angie Rowe offered to assist with reach out and scheduling.
		4. Sponsors/Exhibitors – Pam Ray offered to reach out to sponsors and exhibitors.
		5. Announcement is to be sent out by the end of October or early November.
		6. Patrick Cowen moved that the registration cost for those working the GTE be comped. Sue Graham seconded. Vote carried.
		7. Mobile app – Patrick Cowen has completed this task the last couple years but is unable to do so this year. He recommended that the speakers be confirmed as early as possible. Patrick provided the procedure to some of the CEC members back in February which explains the 2 parts of the app and the steps involved. Justin Evans has been involved in the past and President Hodge agreed to solicit his help this year.

# Old Business:

# Committee Reports:

# Membership

# Sue Graham reported 276 members.

# Finance Committee

# Angie Robertson sent out the August financials for review prior to the meeting. There is one final question on the annual audit review and it will then be released.

# No Committee Reports Requested

# Awards

# Records Management

# Early Careers/Student Membership

# Education

# Bylaws

# Chapter Recognition Program

# Website/Newsletter

# Other Topics:

# Next CEC Meeting

The next CEC meeting will be held via zoom October 11, 2022 at 5:30 pm.

# Adjournment

There being no further business before the CEC, the meeting was adjourned at 6:22 pm.

Respectfully submitted,

Pam Ray

Secretary