

**AGA CHICAGO CHAPTER
CEC MONTHLY Minutes
MAY 5, 2016**

1) ROLL CALL (QUORUM 7) – P = present; A = Absent

 P Adriane
 P Chanel
 P CJ
 P Crystal
 P Eddie
 A Elaine (N)

 P Frank
 P Hugh (N)
 A Janet
 A Jolanta
 A Lorraine

 P Matt
 P Raul
 P Rick
 A Sandra
 P Sophia
 A Thomas
 P Della

Note: Dr. Kas was also present as an advisor, but did not cast any votes.

2) CALL TO ORDER

- Hugh called the meeting to order, and declared that a quorum had been met for the meeting.

3) RATIFY/APPROVE PRIOR MEETING MINUTES

- Frank made a motion to approve the April CEC meeting minutes, and Adriane seconded the motion. A vote was taken, and the motion passed, with all those casting a vote voting in favor, and nobody voting against.

4) PRESIDENT'S REPORT

a) General Matters

- Hugh announced that the chapter was approved by NASBA, and thanked everyone who was involved with the process of obtaining NASBA approval.
- Hugh announced that the chapter was offering awards, and that the nominations for chapter awards ends May 24th.

. Status of Policies and Procedures Update (Janet)

- Hugh mentioned that Janet was not in attendance to speak on the topic. Rick mentioned that the policies and procedures were being worked on and it is in progress.

. Nomination Committee – Board Vacancies

- Hugh mentioned that the chapter still needed a president and a president-elect for the next chapter year, and that as he is the Regional Vice President next year, it would be difficult for him to also serve as president again.

. SLM & National PDT Update

- Matt, Crystal, Hugh and Eddie spoke about the SLM. Notes from the SLM will be provided to all CEC members. Key points discussed were:
 - The National Office will begin hosting websites for all AGA chapters, and it will be required that all chapters use the national office's service for their chapter website. The reason given for this is to make it easier for all AGA chapters to have a website,

as well make transitioning webmasters easier and ensure that each chapter will still have access to the website after a change in webmasters. The change will require that the Chicago chapter move its webpage. Doing this may be labor-intensive. After the move, the Chicago chapter will still own the content on the chapter website. Additionally, there will be templates we can use (ex. for meetings). The new web hosting from the national office will also offer data storage, thus we might be able to get rid of our cloud storage.

- The national office requests that any emails sent out by the chapters contain language that gives the recipient the right to stop receiving emails from the chapter, as well as instructions on how to request an end to such emails. It is important for chapters to do this as there are both federal and state anti-SPAM laws. This request from the national office also applies to emails to chapter members and others who have consented to receiving such emails, as the federal and state anti-SPAM laws still apply in such situations.
- National office spoke on the important of making sure new members are being placed in the correct membership category. There is an early careers membership category offered at a reduced rate.
- Discussion was held and ideas shared at the SLM on recruiting new members.

. By-laws accepted by National AGA

- Hugh announced that the national office had approved the chapter's updated bylaws.

. Chapter Recognition ending May 31, 2016

- No comments were made

. Chicago PDT and new member recognition

- CJ mentioned that the chapter PDT was 2 weeks away and that registration was running below average. She requested that everyone assist in efforts to advertise the chapter PDT and attract additional attendees.
- Dr. Kas suggested giving out scholarships to attract student members.
- Matt mentioned that a student rate of \$25 was being offered.
- Hugh suggested that we try to fill the room, and proposed giving students free admission to the chapter PDT.
- CJ supported doing something to fill the room.
- Hugh suggested that after the registration period had closed, we determine how much space we have left, and then offer free admission to students and others who would not have otherwise attended to fill the remaining seats.
- Hugh suggested we reach out to the IIA and ACFE, as this would be a good cross-pollination opportunity.

b) RVP Update

- Matt mentioned that Hugh would be our region's next Regional Vice President (RVP) for the upcoming chapter year.

c) Nominations (National PDT)

- Hugh mentioned that as someone who had previously sought one of the scholarships for the national PDT is no longer able to attend, the distribution of the scholarships was settled.

d) Co-sponsor (IIA & ACFE)

- No comments were made

e) NASBA

- Hugh again mentioned that the chapter was recently notified that NASBA had approved the chapter's application for NASBA approval. Thus, the CPEs issued at the chapter PDT will be NASBA, and this should help attract attendees.

5) FINANCE REPORT

- Hugh mentioned that as Tom was not in attendance, there was no finance report.

6) COMMITTEE REPORTS

a) By-laws, Nominating & Accountability (Janet, Rick, Sandra & Tom)

- Hugh made reference to a prior comment made about the policies and procedures manual being worked on. He also mentioned that Janet, Sandra and Tom were not in attendance.

b) Membership (Adriane)

- Adriane mentioned that the chapter currently has 121 members. Additionally, the chapter is working on recruiting college students and state and local government employees. She also said that all CEC members must be chapter members, and that we have a few CEC members who have yet to renew their AGA membership.

c) Scholarship & Awards (Chanel & CJ)

- Chanel was not in attendance, but sent out an email to the CEC members regarding the status of chapter awards. The chapter is issuing chapter awards, with a deadline for nominations being May 24th. In the email, she asked for authorization to purchase plaques for the award winners.
 - Discussion was held. Hugh and CJ believed that last year the chapter purchased multiple plaques, and thus may have unused plaques in inventory. CJ mentioned she would contact Chanel to find out whether there were plaques in inventory. Hugh proposed holding off on granting approval to purchase more plaques until we find out if we have any plaques in inventory.
- Chanel also sought authorization in her email to establish a scholarship program for the next chapter year.
 - Discussion was held. As Chanel was not in attendance to share her ideas, and as it was unknown what she had in mind in terms of scholarships such as how many scholarships, types of scholarships, who would qualify for the scholarships, dollar amount, etc., Hugh proposed that further discussion regarding scholarships be tabled until the next CEC meeting.

d) Education & Program (CJ & Frank)

- Frank mentioned that NASBA had approved our application, and thus our chapter PDT will be NASBA CPEs.

d) Chapter Recognition (Rick)

- Rick mentioned that the chapter is in good shape to earn platinum chapter recognition status this chapter year. We maxed out in many categories such as leadership, education, communication and community service. Points that the chapter still needs to obtain to earn platinum chapter recognition status include:
 - CGFM – we need to do at least 1 CGFM presentation
 - Membership – if we have growth in chapter membership, we get these points. As of present, it looks like we will have membership growth.
 - Member survey
 - Chapter awards

- Discussion was held. Raul mentioned that he might be able to do a CGFM presentation to his office, but the person he was going to give the presentation to is gone until the end of the month. Matt mentioned that he was doing the chapter survey and if anyone had suggested survey questions to let him know, but SurveyMonkey limits the chapter to a maximum of 10 questions. Hugh asked how the chapter awards worked. Rick responded by saying that there was something in the old bylaws about awards categories, but the national office will give points if we give awards to CEC members, chapter members, and anyone in the government accountability community.

f) Community Service & Early Careers (Eddie)

- Eddie mentioned that a food drive will be held during the chapter PDT.
- Eddie mentioned that at the food drive last year, some attendees donated money instead of food, and that the chapter matched the monetary donations collected. Eddie asked if the chapter would match monetary donations received this year?
 - Hugh mentioned that he was in favor of matching the monetary donations received, and Eddie agreed that he too was in favor of matching. Hugh stated the chapter would match the monetary donations received during the food drive.
- Eddie mentioned that at the SLM, it was mentioned that a committee should consist of at least two people, and that he currently is on the Community Service committee by himself. Thus, he is seeking one or more assistants to join him on the Community Service committee.
- Eddie asked that seeing that he is receiving the member distribution list via email, does that mean that he should be sending out communications to our members, or will Lorraine do that on his behalf?
 - Hugh responded by saying that seeing Lorraine isn't in attendance, we will table this discussion to the next CEC meeting, but in the meantime everyone should take the initiative to send out emails to our members and not wait for Lorraine.

g) CGFM (Raul)

- No comments were made

h) By-Laws & Governance (Janet/Rick/Tom)

- No comments were made

i) Meetings (Matt/Sophia)

- Matt mentioned that other than the chapter PDT, no additional educational meetings or social events were planned through the end of the chapter year. Matt did mention that he had a conference call line and room reserved for Thursday June 2nd for a CEC meeting if needed. He mentioned that historically, the chapter does not have a June CEC meeting, the May CEC meeting is the last meeting of the chapter year, and the chapter does not have another CEC meeting until August. After some discussion, it was decided to have a June CEC meeting on June 2nd.
- CJ mentioned that the April CES meeting did not go well, as due to a recent change in the Railroad Retirement Board's (RRB) security settings, the website to view the webinar was blocked. Furthermore, the AGA national office did not make the presentation slides available until after the webinar was over. The RRB IT staff was not able to unblock the website before the end of the webinar. Thus, the webinar participants only got the audio portion of the webinar, and the telephone line transmitting the audio cut out resulting in about 3 minutes of the webinar being missed. CJ claimed that she obtained unfavorable feedback regarding the webinar, and in the interest of maintaining a good reputation, proposed that all participants of the April webinar be given free admission to a future chapter event. CJ mentioned she was

not in favor of refunding money, and said it is important we maintain a good reputation because reputation is everything.

- Hugh mentioned that he was in favor of CJ's proposal that the chapter give all April webinar participants free admission to a future chapter event.
- Matt asked if a vote was needed to approve this proposal. Hugh responded that a vote was not needed because it is an administrative matter.

j) Marketing (Lorraine))

- No comments were made as Lorraine was not in attendance.

k) Communications/Newsletter/Website/Historian (Crystal & Jolanta)

- Crystal mentioned that in order to have a high-quality newsletter, we need certain parts such as a president's message, list of future events, etc. She asked that if any CEC members have anything to communicate to the chapter for their respective areas, that they should email it to her to put in the newsletter. Crystal also mentioned that she cannot write an entire newsletter by herself, and that content should come from other CEC members. She requested a deadline of the 1st of the month to provide content in order for such content to be included in that month's newsletter.
- Crystal asked about CEC nominations, whether we received any CEC nominations, and what we were going to do about the upcoming chapter year.
 - Hugh mentioned that he was not aware of having received any nominations for CEC positions for the next chapter year.
 - Hugh mentioned that with the new bylaws we have a nominating committee and must follow that structure. He said that the nominating committee is responsible for bringing nominees forward.
 - Regarding who is on the nominating committee, Hugh believes that the bylaws mention which people/positions comprise the nominating committee.
 - Hugh requested that the CEC members who are on the nominating committee meet so that we can resolve the issue of next year's CEC.

7) OLD BUSINESS/NEW BUSINESS

- None

8) ADJOURN

- Frank made a motion to adjourn. Crystal seconded the motion. All votes cast were in favor of adjourning the meeting, with no votes being cast against.