

ASSOCIATION OF GOVERNMENT ACCOUNTANTS CHICAGO CHAPTER

BOARD MEETING MINUTES FOR OCTOBER 23, 2013

Present

Elaine Igelman, President
Matthew Matczynski, Past President
Thomas DiLisio, Treasurer
Frank Moy, Education Director
Olga Gesell, Website Director & Historian
Alexandria Hayden, Newsletter Editor
Raul Nieto, CGFM
Eddie Jones, Community Service Director
Amanda Cross, Awards Director

Present

Rick Urbanowski, Chapter Recognition

Absent

Cynthia "CJ" Carter, Program Director
Janet Knauff, Membership Director
Steve Whitecotton, Job Referral
Julio Cestero, Early Careers & Accountability Director

SUMMARY OF MEETING

❖ Quorum

- Matt took a roll call and announced that there was a quorum.

❖ October 8th CEC Meeting

- Per the instructions that Elaine approved and Matt provided to the CEC members on how the chapter would operate in the event of a government shutdown, the October 8th CEC meeting was held via teleconference only. A quorum was not obtained, so the meeting was canceled. All agenda items for the October 8th meeting will be covered at today's meeting.

❖ Recruitment Scholarship

- The chapter has a recruitment scholarship of approximately \$150 to use by December 31st.
- Matt mentioned that Janet obtained the scholarship for us and knows the rules regarding its use. Unfortunately, she was not in attendance at today's meeting.
- A CEC member asked what happens if the money is not spent? Matt responded that the chapter would need to return the money, and mentioned that he prefer that the chapter not do this as he is concerned that returning the unspent money could affect the chapter's ability to obtain future scholarships.
- Matt mentioned that the chapter obtained the scholarship for the past two years, and used it on the holiday reception. This was deemed an appropriate use as recruitment activities were performed at the holiday reception, and non-members and college students were invited and encouraged to attend.
- Matt mentioned that this topic was discussed at a previous CEC meeting, but no decision was made as discussion was held on using the scholarship this year on something other than a holiday reception. Matt encouraged a decision be made at this meeting, as time was running short to plan an event to use the scholarship. Matt mentioned that at a previous meeting, it was proposed that the chapter use the scholarship to purchase a table at a career fair; however, there were no known career fairs occurring prior to the end of the calendar year.
- Olga mentioned a career fair being held at a local college on 11/1. It appears that the career fair would be free to attend and free for the chapter to participate in. Elaine volunteered to attend the career fair. Elaine also volunteered to be the point of contact to coordinate the chapter's participation in the career fair, so anyone who wishes to volunteer at the career fair should contact Elaine via email. Given that the career fair is on 11/1, it would not be feasible to use the scholarship to purchase promotional material. Thus, it was proposed to hand out the AGA promotional material provided by the national office that the chapter had left over from last year's chapter professional development conference.
- Discussion was held regarding potential uses of the scholarship. Ideas proposed included using the money on the holiday reception similar to previous years, buying a table at a career fair to promote the chapter, spending the money to obtain promotional material such as handouts, pens or other trinkets, using the money to provide a no or low cost educational event in which recruitment would occur, and running an advertisement in a local newspaper, professional magazine/journal, or college newsletter.

SUMMARY OF MEETING-Continued

❖ Recruitment Scholarship (Continued)

- Additional ideas proposed and discussed included sending a mailing to non-members and paying another professional organization to advertise our chapter / purchasing a sponsorship to sponsor another professional organization's event.
- Regarding mailings, it was discussed that the chapter does not have a list of mailing address of non-members, and does not collect this information from non-members who attend chapter events. A CEC member mentioned and Matt confirmed that even for our own chapter members, the official directory maintained by the national office is out of date, as it contains old/incorrect mailing addresses, emails addresses, telephone numbers and even employers.
- Regarding purchasing an advertisement, ideas included advertising in the Chicago Tribune, Crains Business magazine, the AGA Journal, and a college newsletter such as that of a college Beta Alpha Psi chapter or college accounting club. More research needs to be performed regarding advertising rates, as the Chicago Tribune and Crains Business may be too expensive. Additionally it was discussed that the AGA Journal is a nationwide publication, and the chapter may wish to focus its advertising to just the Chicagoland area.
- Tom made a motion to run an advertisement using the recruitment scholarship, and set a budget for the cost of the advertisement not to exceed \$250. The motion was seconded. A vote was held and the motion passed unanimously with all those voting in favor and no one voting against.

❖ Holiday Reception

- Matt mentioned that at the September CEC meeting we discussed holding a holiday reception this year. At the September meeting we were going to set a budget for the reception; however, some CEC members proposed exploring alternative events, such as bowling and pizza. As the cost structure is not known as the type of event and establishment where the event will be held is unknown, a budget was not voted on. Instead, Eddie volunteered to perform research on options. Matt mentioned that although Eddie performed research, he had just left the meeting.
- Elaine offered to contribute \$300 to help fund the holiday reception.
- Olga spoke against the chapter holding a holiday reception this year and spoke in favor of focusing on holding educational event(s) instead.
- Tom DiLisio mentioned that as proposed, a fee will be charged this year to attendees, and the fee will cover the cost of the holiday reception. Thus, no chapter funds will be used in providing the reception. Tom also mentioned that with his credit card reader, payment could be accepted prior to the holiday reception.
- Matt mentioned that last year, we had attendees from outside downtown Chicago attend, such as Amanda Cross from Indiana and a chapter member from the Great Lakes Naval Station. Matt also mentioned that feedback from prior years' holiday receptions were positive and other chapters hold similar type events.
- Discussion was held regarding the proposed holiday reception covering topics such as type of event, location, purpose of holding reception, anticipated attendance, and costs involved.
- Discussion was held regarding networking opportunities offered by the chapter, and whether networking occurs at the monthly educational seminars. A CEC member mentioned that if the holiday reception is not held, then the chapter should plan some other type of networking event.
- No consensus was reached regarding type of event to hold and establishment where event will be held. Matt encouraged a decision be made at this meeting as time was running short to arrange such an event, especially if space needs to be booked at an establishment during the holiday season.
- Elaine made a motion to give Eddie carte blanche to make arrangements for a chapter holiday reception with a cost not to exceed \$20 per person and with the stipulation that no AGA funds be used. Frank seconded the motion. A vote was held and the motion passed with all those casting a vote voting in favor, with the exception of one CEC member who voted against.

❖ October Continuing Education Seminar Make-Up

- Matt mentioned that Sheila Weinberg from Truth In Accounting was scheduled to speak at the October Continuing Education Seminar. However, due to the government shutdown, the October Continuing Education Seminar was canceled.
- Matt mentioned that there was some interest among the CEC members who had communicated with him in rescheduling Sheila Weinberg and/or making up the October Continuing Education Seminar. Matt mentioned that it is rather late in the month to reschedule the canceled seminar to a different date in October, as a room would need to be obtained and speaker confirmed. Matt proposed that if the CEC members wish to make up the October Continuing Education Seminar, it might be better to schedule a second seminar in November or schedule a seminar in December in addition to the holiday reception.

SUMMARY OF MEETING-Continued

❖ **October Continuing Education Seminar Make-Up (Continued)**

- Discussion was held. It was the consensus of the group that Sheila Weinberg be rescheduled to a different continuing education seminar. Elaine proposed the February 2014 Continuing Education Seminar as a possible event for Sheila Weinberg to speak at, and will check with Sheila Weinberg about possible dates in February 2014. It was also the consensus of the group that the October Continuing Education Seminar not be made up. Discussion was held that although some chapter members may want the October Continuing Education Seminar rescheduled due to the limited number of seminars the chapter holds throughout the year, most members understand why the seminar was canceled, that being due to the government shutdown. A CEC member proposed holding a Continuing Education Seminar in December, and possibly getting an audio conference. It was also discussed that December may not be a good month to hold a Continuing Education Seminar as the chapter is already holding the holiday reception in December, and in addition a lot of members may have use or lose leave, with the government shutdown only increasing the number of members having use or lose leave. There is an audio conference on Performance Management on December 4th and Ethics on December 11th. A CEC member mentioned his preference for the December 4th seminar as it is earlier in the month and thus less likely to be affected by members' use-or-lose leave.
- No decision was made on holding a December Continuing Education seminar, and the issue was tabled to a future meeting.
- A concern was raised that the chapter would want high attendance at the event that Sheila Weinberg speaks. Elaine proposed that the chapter consider partnering with another professional organization for the seminar that Sheila Weinberg will speak at. Elaine has contacts with other professional organizations and will look into partnering with another group.
- Elaine mentioned that in scheduling Sheila Weinberg, Ms. Weinberg requested a link be put on the chapter's website to her organization. Frank mentioned that Ms. Weinberg is a high-quality speaker, and would be in favor of this. A CEC member asked how long the link would remain on the chapter's website. Matt responded that the CEC would need to decide that and get back with Ms. Weinberg to see if she agrees. Discussion was held and the CEC members who spoke mentioned positive things about Ms. Weinberg. It was also discussed that a link to Ms. Weinberg's organization should only be allowed for the duration of the chapter year (through June 30, 2014). Matt made a motion that the chapter compensate Ms. Weinberg for her speaking services by placing a link to her organization on the chapter website until the end of the current chapter year. Motion was seconded and passed unanimously, with everyone who cast a vote voting in favor and nobody voting against.

❖ **Upcoming Continuing Education Seminars**

- Matt mentioned that the chapter will have an audio conference for the chapter's November Continuing Education Seminar. The audio conference is on November 20th on the topic How To Stay Cutting Edge In Tough Financial Times. A room is still needed for this event. Thus, Matt asked the CEC participants that if their office wishes to host this event, please contact him.
- Elaine mentioned that for the January Continuing Education seminar, she has a speaker in mind and is working on confirming the speaker and selecting a date for the seminar.

❖ **Toys For Tots Drive**

- Similar to previous years, the chapter plans to conduct a Toys For Tots drive during the months of November and December.
- Matt told the CEC participants that if they are interested in placing a Toys For Tots collection box in their office, to contact him.