

Minutes of AGA Chicago Chapter CEC Meeting

Thursday, December 4, 2014

11:30 a.m. – 12:30 p.m.

At Metcalfe Federal Building Room 326 Chicago.

There were a total of 11 CEC members in attendance (enough for a quorum.)

The following items were discussed:

Minutes from last board meeting held on November 6, 2014.

The only corrections were that instead of “990s” the right IRS form is 1099. Also instead of April, the month cited should be May for the PDT.

Matt made motion to accept the minutes with the 2 changes noted above. Hugh seconded the motion. CEC members voted all ayes. Motion was accepted.

CPE certificate, per Tom DiLisio just received in mail, will give to Frank Moy

Review of chapter financials – Per Hugh Smith he and somebody at his firm did it on pro-bono basis.

They reviewed all the transactions for the 13/14 year (which ended on June 30, 2014) given to him by Tom DiLisio. The review consisted of tracing all the transactions to supporting documentation such as bank statements. The review found that all transactions were supported and no issues were found. Hugh’s review was done in October 2014. Per Hugh, his accounting firm cannot provide anything written on his review and the results, nor is anything in writing required by the AGA. His oral account of what he did is shown above and this write-up will provide evidence that it was done and that it was done within the framework of good governance and that no issues were noted.

Online payments – Right now Chapter website does not have ability to accept on online payments. CFE has this capability. Hugh will see how CFE does it (for example what outside vendor is used). There was a discussion on IT security and risks involved in accepting credit card information.

Board restructuring – Per Tom did not do anything on this yet He will work on this and report out at next meeting.

Affidavits and 1099s.- Per Hugh good idea to draft an affidavit for paid speakers to sign so that there is no question that the speakers are not considered “employees” for tax purposes. Also if chapter pays a speaker \$600 or more that we issue a F. 1099 to the speaker.

Next CEC meeting scheduled for 1-22-15.

CEC member recognition – discussion on reimbursement of AGA membership dues; if \$25 or less, do not have to report to IRS, since considered de minimis.

Social function – Matt, Deborah and Frank agreed to work together to plan a social event for the chapter.

CFE and AGA – Hugh will work with CFE and see if CFE and AGA can partner on events.

Communications – nothing to report on.

Community Service – Eddie Jones not at meeting, Elaine said that our volunteer work for the homeless coalition was welcomed. Good turnout. Plan to do it again.

December 10 webinar on ethics. It was decided that we should go ahead with this education event; need to publicize right away. Mass mailing if possible to members.

Chapter points – Per Rick ahead of last year, most point will be earned at end of chapter year with PDT.

Training – need training calendar, need speaker for March 15.

AGA Chicago Chapter Executive Committee Meeting

Attendance List

Meeting Date: 12/4/14

Name	Title	Present	Absent
Deborah Kinsey	President	X	
Elaine Igelman	Immediate Past President	X	
Janet Kasper	Secretary, Accountability		X
Thomas DiLisio	Treasurer	X	
Hugh Smith	President elect	X	
Frank Moy	Education Chair	X	
Cynthia Carter	Program Director		X
Matt Matczynski	Meetings Director	X	
Nancy Taylor	Membership Director		X
Alexandria Hayden	Newsletter Editor		X
Olga Gesell	Historian, Website Director	X	
Raul Nieto	CGFM Director	X	
Rick Urbanowski	Recognition Director	X	
Chanel Castaneda	Awards Director		X
Eddie Jones	Community Service Director and Early Careers		X
Andy Masiewicz	Early Careers Assistant Director	X	
Lorraine Jamison	PR/Marketing Director	X	
Robert Cherney	Membership Assistant Director		