

AGA Chicago Chapter
Executive Committee Meeting Minutes
7/7/2016

1. ROLL CALL (QUORUM 7)

Matt, Hugh, Adriane, CJ, Raul, Tiffany, and Crystal were in attendance at 11:30 am. Dr. Kas arrived at 11:40 am. Eddie, Chanel, Della, Frank, Elaine, Lorraine, Rick, Tom, Sophia, and Sandra were not in attendance.

2. CALL TO ORDER

Hugh called the meeting to order 11:30 AM.

3. RATIFY/APPROVE PRIOR MEETING MINUTES

The prior meeting minutes were not read or voted upon. Since they were not voted upon, they were not approved or ratified and cannot yet be posted to the website.

4. PRESIDENT'S REPORT (Transition Report Hugh and Kas)

a. New Board

- Welcome all new officers and directors to the board!

b. IIA-AGA Jt. Education Session

- On 9/29/2016, CJ is planning a joint mixer with the Chicago IIA Chapter. The cost will be \$15 for AGA Chicago Chapter and IIA Chicago Chapter members only, as a member appreciation event. A box lunch will be offered and a mixer will follow in the evening. CJ asked that we discuss approving funds for the event next meeting.

c. Growing the Chapter

- Hugh met with Adriane, Lorraine, Dr. Kas and CJ to discuss this initiative. This committee plans to meet every fourth week of the month going forward to plan for this initiative. The committee will report at the CEC meetings.

d. Open Positions and Possibility of Consolidating Roles

- There was discussion of reconfiguring committees and roles. Dr. Kas proposed having a Governance Committee meeting with Eddie, Crystal, and Tom the 3rd week of each month for planning and that this will be one item the Governance Committee will discuss. The Governance Committee will report at the following CEC meeting.

e. Role of Accountability Officer with President Elect

- This will be discussed at the Governance Committee meeting.

f. Meeting Attendance Requirements and Professional Code of Conduct

- This is an item that should be included in the Policies and Procedures Manual which was started by Janet, our former Secretary. We will discuss this at the Governance Committee meeting.

OFF TOPIC ITEMS:

- We have a goal for starting a Student Chapter in the future. Crystal mentioned this is an excellent idea. Dr. Kas said this goal will be planned for at the Growth Committee meetings.
- We have a goal for collaborating with ACFE and IIA for Growth. Dr. Kas said this goal will be planned for at the Growth Committee meetings.

- Sponsorship. Dr. Kas said Sponsorship will be planned for at the Growth Committee meetings.
- g. New Fiscal Year Plan and Resulting Budget by Role
- Moved to Governance Committee agenda.
- h. Other Transitional Matters
- Moved to Governance Committee agenda.

5. Treasurer Report (Tom)

- The treasurer was not available to give his report.

6. Committee Reports

a. Finance (Tom)

- The treasurer was not available to give his report.

b. Membership (Adriane)

- Our membership has decreased by a total of 16 members who are currently in a suspended status. We now have a membership body of 103. *(Report sent prior to meeting via email and is included in the minutes for informational purposes.)*

c. Scholarship & Awards (Chanel)

- Research the AGA products on its website for Janet's service to AGA CEC. The only items were listed on the website was clothing and business professional supplies (i.e. clipboard). I (*Chanel*) suggest we go beyond AGA products to give to Janet (i.e. gift card). Can I put it to a vote the dollar amount; I'm suggesting \$50 for the gift?
- I've completed the award certificate for Janet and would like to purchase a frame for it. Can I put it to a vote that I purchase award frames (quantity of 5)? We did have some, but I have already used them.
- Also, I sent our AGA scholarship recipient her plaque since she was unable to attend the PDT. The amount for shipping was \$13.45 and I'll ask Tom for reimbursement.
- Also, I'm currently working on editing the scholarship forms and scoring matrix for Fall 2016. I'm soliciting edits from Matt and CJ, who were part of the first scoring panel. *(Report sent prior to meeting via email and is included in the minutes for informational purposes.)*

d. Education (Frank)

- The education director was not available to give his report.

e. Chapter Recognition (Rick)

- The chapter recognition director was not available to give his report.
- Crystal mentioned as a friendly reminder that annual plans are due by 7/15/2016. Dr. Kas suggested scheduling a planning meeting on 7/11/2016 during lunch for those director positions with plans due.

f. Community Service & Early Careers (Eddie)

- Last month, I (*Eddie*) was able to donate items collected during the 2016 PDT and a check from the AGA Chicago Chapter for \$400 to A Just Harvest Food Pantry a local south-side Chicago charity. I've attached pictures of me with the Executive Director Rev. Marilyn Pagan-Banks. She expressed gratitude for the donation and asked that we consider volunteering time to help feed the homeless in the future. Thanks again to all who made donations!
- No community service events have been scheduled for July or August as of today.

- Nothing to report for early careers
- Lastly, I will be resigning as both Early Careers Assistant Director and Community Service Director to focus on the duties of President-elect. However, I am willing to still help out whenever and wherever there is a need until the positions are filled. So I ask others to please consider volunteering for these roles, which are very important to our continued achievement of Platinum Status. *(Report sent prior to meeting via email and is included in the minutes for informational purposes.)*

g. CGFM (Raul)

- There is CGFM exam preparation training scheduled for 7/15 – 16/2016.

h. By-Laws/Governance/Nominating/Accountability (Rick/Tom)

- Hugh mentioned the By-Laws were completed and suggested we rename this committee Governance/Nominating.
- Rick and Tom were not available for comment.
- Dr. Kas mentioned the Governance Committee will consist of Dr. Kas, Eddie, Tom and Crystal. The committee will meet the third week each month.

i. Meetings (Matt)

- Matt asked if everyone would like to continue having CEC meetings the first Thursdays of each month. No one objected.

j. Communications/Newsletter/Website/Social Media (Tiffany/Della)

- Della was not available for comment.
- Tiffany asked for a new President's message, updated biographies on all the officers, an updated officer and director list, and updated officer duties for the website.
- No one at the meeting wanted to fill in as newsletter director temporarily while there is no newsletter director
- Dr. Kas said if we ask a student to volunteer as newsletter director that we need to offer incentives
- Dr. Kas suggested that Dell might be willing to help out with community service or newsletter director

7. NEW BUSINESS

- No new business was discussed

8. ADJOURN

- The meeting was adjourned at 12:37 PM.