

**AGA Chicago Chapter
Executive Committee Meeting Minutes
9/1/2016**

1. ROLL CALL (15 Positions with QUORUM 7)

Adriane, Della, Eddie, Frank, Hugh (non-voting), Kas (non-voting), Matt, Raul, Rick, Sandra, Tiffany, and Bobby (National; non-voting).

2. CALL TO ORDER

We had nine voting members and quorum to proceed.

3. RATIFY/APPROVE PRIOR MEETING MINUTES

Tabled.

4. SEPTEMBER BOARD MEETING DELIVERABLES by RESPONSIBILITY AREA

- a. Annual Plan: Email Plan in preparation for Sept Meeting and Tom to consolidate/filing. We did not hear anything back about this meeting. Lorraine and Tom have been on the road. We need someone outside of the board to perform the financial review (it could be a member, or contracted out). We are trying to get the FY 2017 budget, the independent financial review, and the final financials for the year to be completed by September 30, 2016. Follow-up meeting scheduled for 9/26/2016 at 9:00 AM to approve financial review findings. Final financials are done except for correction of one duplicate entry.
- b. CCR & 2015-2016 Year End Report: Email in preparation for Sept Meeting and Rick to consolidate for review and filing. We will also discuss the year-end report and CCR on the call. Rick and Sandra will be working on the CCR. We can use last year's reports as templates. Last year's reports are posted online. All three deliverables should be provided to the Rick, Kas, Hugh, Eddie, and Matt by 9/23/2016 so CEC members have time to review before the meeting on 9/26/2016.

5. PRESIDENT'S REPORT

- a. 2015-2016 Financials Review, Discussion and Approval
 - i. Discuss the need for timely, accurate financial reports and effective discussions to uphold the accountability role of this body as a foundational pillar of the organization. Kas asked if Tom needs help. He said everything is done every month. He said sure, he will take help. He just isn't sure how it would work. Kas wants a succession plan for all officers and directors. There was some discussion about who could be an assistant to Tom. The finance committee should come up with a few candidates by next meeting. We may look into surety bonds for the treasurer and assistant and cybersecurity for accepting credit card payments.
- b. Board Approvals
 - i. Approval of Community Relations Event: Della to remind the Board so we can vote. School supplies for kids. Can we collect school supplies for kids at our next event? School has already started, so let's table to next year. We discussed options for the next quarter. Soup kitchen for Thanksgiving? Holiday collections? Tabled.

- ii. Other Required Approvals, with corresponding Director providing context.
- c. PDT Straw Man (Tabled)
- d. IIA-AGA Jt. Event Sept 29th. This will cost at least \$1,000 to the Chapter. We agreed to split costs half and half with IIA. Funds of \$1,000 were approved. We have yet to officially open registration for our Chapter. Lorraine sent a draft notice to CJ, but it is not yet approved. Lorraine is on vacation. Tom was asked to contact Lorraine to get notice out for the event as soon as possible. Matt offered to send out an email in interim until Lorraine is available.
- e. Other. 2017 Joint holiday event with ACFE and AGA at Maggiano's, possibly \$1,000 deposit matched with ACFE \$1,000 deposit.

6. TREASURER REPORT (Tabled)

7. Committee Reports

- a. Membership (Adriane): tabled
- b. Scholarship & Awards (Chanel): tabled
- c. Education (Frank): tabled
- d. Chapter Recognition (Rick): No updates
- e. Community Service & Early Careers (Della/Kas/CJ): Already discussed.
- f. CGFM (Raul): No updates.
- g. By-Laws/Governance/Nominating/Accountability (Kas/Eddie): tabled
- h. Meetings (Matt/Sophia): Please contact Matt if you need a room for a meeting.
- i. Communications/Newsletter/Website/Social Media (Tiffany/Della): No updates.

8. NEW BUSINESS

No new business.

9. ADJOURN

Meeting adjourned