



## Executive Committee Meeting Minutes 11/10/2016

### 1. ROLL CALL (15 Positions with QUORUM 7)

Adriane, Chanel, CJ, Crystal, Della, Eddie (non-voting), Frank, Hugh, Matt, Raul, Rick, Sandra, Sophia, Tiffany, Tom, and Bobby (non-voting). We had 12 members present at 11:35 AM and enough for quorum. Adriane and Hugh joined the call slightly later due to other obligations.

### 2. CALL TO ORDER

At 11:36 AM, Eddie called the meeting to order.

### 3. RATIFY/APPROVE PRIOR MEETING MINUTES

Frank moved to approve the October 6, 2016 meeting minutes and Rick seconded the motion. The motion was passed with a unanimous aye.

### 4. URGENT OLD Business

#### a. Annual Plan/Budget:

- i. Treasurer to Present Budget – We discussed the budget presented by Tom. We added \$1,000 to licensing fees to cover the annual NASBA certification and \$1,000 for comingled training events.
- ii. Board to Review and Approve Budget – The budget was approved with the two additions.

#### b. 2015-2016 Financials Review, Discussion and Approval

- i. Treasurer to address all questions and finalize this at Board Meeting – Adriane asked about the minimum balance on the bank account and the new version of QuickBooks. Tom told the CEC the minimum balance the bank account needs to avoid bank fees is \$20,000 and he explained that we plan to upgrade to the new version of QuickBooks. The old version is no longer supported.

#### c. Bank Account Signatories and all follow-up from last Board Meeting to wrap up fiscal matters – We would like to switch banks to avoid bank fees and to clear off all old signatories. Tom will research options for a new bank and Crystal will help.

### 5. PRESIDENT'S REPORT

- a. Review of Sub-committees, their value add and need to terminate any with Board Approval – We need a list of Committees. The by-laws only requires two committees: nominating and bylaws. The remaining committees are at the discretion of the Chapter. Crystal will compile a list of functioning committees. The CEC will support her effort by emailing her each committee they participate in and who is the chair of said committee. Eddie will help.
- b. Board Approvals
  - i. Webinars – Frank motioned to buy 4 webinars; 1 nay, 11 ayes, and the motion passed
  - ii. CGFM Bootcamp – CJ and Frank discussed the possibility of hosting a CGFM boot camp for members. CJ explained that several members and PDT attendees have expressed interest in having an event like this CGFM training event. Frank explained

that it is expensive to host an event like this; \$21,000 for a 6 day CGFM boot camp. Since our budget does not provide for an event like this, we will table it to the Education Committee pending more research and planning.

- c. PDT Straw Man: with Board Approved 2015-2016 PDT spending levels
  - i. **Day-1:** Effective Public Sector Accounting and Accountability Risk Management including scarcity of human capital eroding public trust
    - 1. **Keynote By:** Mark Bialek, Federal Reserve IG, May 17<sup>th</sup>
  - ii. **Day-2:** Pension Crisis and resulting risks to the state and all its stakeholders (May 18<sup>th</sup>)
- d. Raul would like us to move the Committee Reports to higher priority in the monthly meetings' agenda. He is concerned that we spend too much time on administrative matters and not enough time on the work done in committees.

**6. TREASURER REPORT (Tom)** – We discussed in item 4.

**7. Committee Reports (may be tabled for next meeting if we run out of time)**

- a. Membership (Adriane) – We have 109 members and 1 new student member.
- b. Scholarship & Awards (Chanel) – Chanel sent out the Fall Scholarship Announcement via email to 50 colleges.
- c. Education (Frank) – As discussed in board approvals, we will purchase four webinars for educational events and we will not host a CGFM boot camp at this time.
- d. Chapter Recognition (Rick) – We have earned 8,000 points so far this year, mostly due to hosting the IIA/AGA one day PDT in September.
- e. Community Service & Early Careers (Della/CJ) – We have hosted two community service events so far this year, and have one event coming up. All community service events are posted in the newsletters. Please consider participating in the community service events.
- f. CGFM (Raul) – Nothing to report.
- g. By-Laws/Governance/Nominating/Accountability (Eddie) – Governance would like to meet before the next CEC meeting.
- h. Meetings (Matt/Sophia) – We still have not found a space for the December educational webinar. We had reserved space for a November event, but will release it.
- i. Communications/Newsletter/Website/Social Media (Tiffany/Della) – Della asked if anyone would like to be interviewed for a “Member Spotlight” in the newsletter. This is a great opportunity for us to get to know each other better.

**8. NEW BUSINESS** – No new business.

**9. ADJOURN** – The meeting was adjourned at 12:57 PM.