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**Chapter Executive Council**

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**August 14, 2019 / Conference Room 340R-1**

**Bridgeline 317-212-8100 PC code: 125864#**

***Present in the room:*** Stevie Lynch, Pam Wolff, Dani Powers, John Campbell, Melissa Jacobs, Tara Crabtree, Vietanh Nguyen, Lora Clayborne, and Grayce (Angi) Wilson

***Present on the phone:*** Lindsay Harris, Stephanie Dunfee, Mike Woods, Shay Peters, Art Caraballo, Kim Smith, Katie Buck, LaTrice Akers, and Catrina Thompson

***Agenda Items***

**Planning Meetings and Budgets – Melissa Jacobs**

* Last year, Melissa did 30-minute meetings to get to know everyone
  + We probably don’t need to meet with everyone this year since most people are returning CEC members, and Incentive Points, CGFM, Citizen Centric, Education, and Community Service have already submitted their budgets in a timely fashion
* Stevie will send out an email blast to remind teams to get their budgets in by August 30, and individuals who have not submitted will need to receive approval for all expenditures
* Probably best to do one-on-one meetings to get to know new CEC members, especially the Incentive Points committee

**Calendar for the Year – John Campbell**

* Calendar year includes 2 PDIs and lunch and learns
* The President of AGA may wish to visit or speak at our chapter since he is from Indiana

**Fall PDI – Tara Crabtree**

* Date for PDI is tentatively set for November 6th
  + Four speakers confirmed, and possibly:
    - Cat Streneki (sp?) (ASMC)
    - Lindsay Harris for Finance (FM)
    - Tony Hullinger for Auditing
    - Same professor from last year or different professor for ethics
    - Looking for accounting (either President of AGA or Nick Crabtree)
* Still looking for sponsors
  + Sponsors last year were based on the program year, so we should have a clean slate
  + Good idea to take a look at ASMC sponsors and try to do a quick outreach to Deloitte

**Budget Items – Pam Wolff**

* Still need budgets from:
  + Awards
  + Corporate Sponsorship
    - Per Lindsay, this can most likely be lowered from previous year
  + Social
  + President/executives
* Expenses are more than income currently, but the budget is still in the works
* Suggested converting QuickBooks from the current desktop version to an online version for $20/month
  + John requested that Pam gather more information on whether it is cheaper to purchase this up-front for a year or on a month-to-month basis
* Tara suggested that we could also save money on the budget by utilizing a system to lower credit card processing fees
  + We lost $650 from the spring conference to PayPal due to this
  + Chris Kruithoff could be a good contact to assist

**Chapter Bylaws – Melissa Jacobs**

* We have not updated bylaws for at least 1-2 years
* Might be best to have a board member take a look at this
  + Art suggested Meg Hart
  + John will take a look at current board members and appoint someone for the duties

**Welcome New CEC Officers – John Campbell**

* New members were all present or on the line:
* Vietanh Nguyen – Incentive Points
* Lora Clayborne – Wellness
* Grayce (Angi) Wilson – Wellness
* Shay Peters – Facebook/Social Media

**Webinars – Tara Crabtree**

* We need to pay for our Webinars, at a cost of $1,888.00 for eight webinars
  + John made a motion to pay
  + Pam seconded the motion
  + All were in favor, none opposed

**Incentive Points – Vietanh Nguyen**

* John suggested that we should provide individuals with more exciting marketing regarding the importance of attending events and submitting incentive points (i.e., their chance to attend PDT)
* Kim suggested that officers should be utilizing the specific forms for tracking attendance located on the shared drive
* Stevie suggested that the Incentive Points committee should approach committees directly after the occurrence of an event (instead of waiting until month-end or quarter-end) to gather points, especially for larger, more heavily attended events

**Officer Changes for Website/Social Media – Katie Buck & Lora Clayborne**

* Katie and Shay need information on new officers and the new message from the President for the website and social media sites
  + Stevie will send the officer listings, and John will send out his message

**Wellness Committee – Grayce (Angi) Wilson**

* Committee met with Steve Lawson to discuss how to better provide activities
  + Steve suggested that he could assist if AGA needed speakers, etc. regarding wellness
* Two biggest events last year were Biggest Loser and Wellness Walks
  + Steve stated that The Biggest Loser only had one guy and one girl from AGA last year
  + Wellness walk is coming up in October
* Dani suggested lunchtime fitness walks as opposed to the morning walks with the director
* Melissa suggested presentations on cooking healthy dishes for members

**Live CPEs – Melissa Jacobs**

* Melissa and Mike will be hosting live CPE events, most likely held around 12-1 in October, February, and April
  + Won’t be called “lunch and learns” due to regulations
* Hoping that these will be more intimate than a webinar
  + Possibly speakers like professors or individuals buried in the organization at DFAS (11, 12, or 13 with advanced knowledge or experience) to cast a wider net and dig into niche topics not already presented at PDI

**Community Service – Stephanie Dunfee**

* Thanked everyone for their contributions to the School Supply Drive for IPS #105
* Reminded everyone that the Guyana School Supply Drive is now underway

**Social Committee – LaTrice Akers**

* Presented two options for a fall event:
  + September 7 Symphony on the Prairie with music by Elton John and Billy Joel
    - AGA would have early access to the event, and would have law tickets with a special group rate
  + September 20 Children’s Museum After Dark
* Both options would cost $360.00 for up to 30 people, with discounted fees for non-members and for children
* Most members agreed that Symphony on the Prairie was probably the preferred event, but it was suggested that the Social Committee provide a spreadsheet with details to members and allow them to use the email vote functions to determine what to do
  + All votes would need to be in by Friday, August 16 in order for the committee to move forward with marketing and planning for the event