



**Association of Government Accountants
Topeka Chapter
Meeting Minutes
August 30, 2004**

Meeting: Executive Committee
Start Time: 5:15 PM
End Time: 7:15 PM

Persons in Attendance: Brett Bauer, Rhonda Mings, Marsha Pappen, Debby Fitzhugh, Walt Darling, Shirley Hollis

Chapter plans were presented for approval.

The plans included Education, Meeting, and Membership. Due to a computer glitch, we were unable to have copies of the membership plan, so Shirley Hollis, Membership Chair, provided a verbal description of it. A motion to approve the plans was made by Debby Fitzhugh and it was seconded by Marsha Pappen. The motion was approved.

Review of Chapter Financial Position

Brett Bauer submitted the August financial report and an accounting of the PDC finances. The financial report indicates that our operating cash balance as of the end of August is \$23,902.29. The PDC report indicates that \$16,160 was received from registrations and \$8,750 from vendor sponsorships. An additional \$9,225 is still outstanding from registrations and sponsorships. Once final collections are made, the balance will reflect a net income of \$21,347.55 from the PDC.

Transfer of Checking Account

A motion was made by Rhonda Mings and seconded by Marsha Pappen that the checkbook and all financial authority for the Chapter be transferred from our former President and Treasurer to the new President and Treasurer. The motion passed. Brett Bauer and Debby Fitzhugh will coordinate the process.

Audit of Financial Records

Scott is working on setting up an audit of the financial records for this past year. The requirement is to have it completed by September 30, 2004. Rhonda will contact Scott to see what assistance may be provided to facilitate that action.

Professional Lecture Series

It was noted that we presently have 23 persons signed up for the September 9, 2004 lecture on Internal Controls. This was considered good since the advertisement was sent out less than 24 hours previously. Only half are members, so we will talk with the non-members to see what their interests are and what we may be able to offer to entice them to become members. Persons have signed up from as far from Topeka as Olathe and Atchison. Persons represent city, county and state government.

Committee Formation

A hot topic for starting the Chapter year is the formation of committees. Several committees have not yet filled with volunteers. Committee chairs are asked to complete the committee memberships and turn in the rosters no later than at the September 13, 2004 meeting of the Executive Committee.

AGA Membership

Executive Committee members are reminded to renew memberships. Any persons that have not renewed memberships by the September 13, 2004 meeting will be removed from director positions. Under Section 2 (d) of the Topeka Chapter Bylaws, "All members of Committees or Task Forces must be members in good standing of the Association and Chapter."

General Discussion

Education Topics – It was proposed that we include Economic Development, human resources, and fraud as topics for future lectures. It was also suggested that we bring in federal officials on accountability topics to add to the appeal of our federal members.

Awards Banquet – It was proposed that the awards banquet include the awarding of an AGA Recognition Award for Professionalism in an Accountability Profession. The recipient could be a member or a non-member. The banquet would be semi-formal, held in a ballroom such as the Capitol Plaza Hotel, and meals for Board Members would be financed by the Chapter.

Newsletter – It was proposed that the newsletter be formatted in such a way that we could email short excerpts to members with expanded news and information in a link to the AGA Topeka Chapter Web Site.

Respectfully Submitted,

Walter Darling
President