



**AGA Topeka Chapter
Executive Board Meeting
February 17, 2005
Blind Tiger**



The meeting was called to order at 5:25 PM by the President, Walt Darling.

Members present were:

Debby Fitzhugh	Marsha Pappen	Nickie Roberts	Shirley Hollis
Shirley Moses	Carolyn Brock	Rhonda Mings	

Members absent were:

Scott Alisoglu	Randy Bailes	Randy Tongier	Brett Bauer
----------------	--------------	---------------	-------------

Guests: Don Wilson

2005 PDC Update for May 12th and 13th.

The update was given by Don Wilson in the absence of Scott.

- 1) The fee to charge for the seminar. Members would be charged \$200 after a discount of \$20 for early registration. Non-Members would be \$250 less the \$20 discount for early registration.
- 2) Last years actual expenses and revenues were reviewed; the cost was \$180 per person. The profit was \$45 per person. We then discussed a Student fee of \$50 or a scholarship from Donations/Sponsorships.
- 3) Sponsorship of the Seminar. Scott is drafting a letter to be sent to a list of vendors. The committee may set a minimum donation of \$500 (includes one registration). It was suggested by Debbie that we have money up-front before printing name on materials.
- 4) The theme. The International theme has been changed to Accountability to allow a more generic approach. Speakers from AGA National office, Human Resources, Ethics, Check 21, USD 501 Check fraud are being booked. Approximately $\frac{3}{4}$ of the sessions are setup.
- 5) Evening entertainment is not set up yet.
- 6) Room charge. Holidome is charging \$500 for the rooms for 2 days. Room rate for sleeping rooms is again \$68 (single).

2004 PDC Report

Walt handed out a final update of Revenues and Expenditures for the 2004 PDC. Total Receipts were \$25,060. Expenditures totaled \$12,787.45, leaving a profit of \$12,272.55. Outstanding are two sponsorships of \$4,000 each for a total of \$8,000 that we are still trying to collect.

Secretary's Minutes

Minutes for October 12, and January 13th was approved as presented.

Treasurer's Report

Debbie handed out a report reflecting the transactions from July through January 31, 2005. Total cash balance as of 1/31/2005 is \$24,646.34.

Bills presented for payment were:

1. Walt Darling for September meals,

2. UMB Credit Card
 - a. Christmas Social
 - b. Two meeting charges
3. Top of the Tower bill for the January meeting. Charge was for 42 meals; should have been 32 meals.

It was moved (Shirley Moses) to pay Walt and UMB bills, and to pay Top of the Tower bill only after the difference has been resolved. Seconded by (Nickie). Passed.

Retention of Membership

Walt presented a handout reflecting three option levels.

Option 1 has Current Members renewing by the March 31st deadline to receive \$30 Bonus with a maximum cost of \$2,100 to the club.

Option 2 has the \$30. bonus to Current Members plus a \$10 bonus for being on a Committee Member. Also included in Option 2 is an incentive for New Member of \$40 if they become an active member of a Committee. Option 2 would have a maximum cost of \$2,600.

Option 3 has \$30 bonus to Current Members plus \$30 for a Committee Chair. Our retention and growth level with National is based on the ending of the year (85) membership not the renewals at the beginning of the year (71). The calculation makes growth harder to reach, as we have to make up 14 to even before starting to grow our numbers.

Other discussion:

- (1) Shirley Moses will check to see if we can return monies to our members this way with our IRS non-profit status.
- (2) Shirley Moses suggested that the refunds be tied to attendance, as attending 3 meetings.
- (3) Students pay only \$30. Recent graduates with less than 3 years pay at a reduced rate. We would not pay more than they have paid dues.
- (4) March 31st deadline for renewal to be legible for bonus.
- (5) Distribution of Plan would be sent by News Flash to the 250 people on the e-mail list.

Motion: Add the Retention and Recruitment Plan, Option 3, when an existing member has paid their dues by the March 31st deadline, and attended three meetings (includes PDC), bonus is limited to what they have paid as in the case of a student fee.

Moved by Shirley Moses; seconded by Shirley Hollis. Passed.

Scholarships

Book value of our current endowments are: Washburn University \$15,572. KSU \$15,600
KSU gave an individual 2004 scholarship of \$200 to Dan Nesman, total given since 2001 has been \$1,138.

Allen County Community College has a Federal Grant that will match dollar for dollar donations.

Motion:

1. We give Allen County Community College \$7,500 (Matched to a total of \$15,000).
2. If we receive \$4,000 from the unpaid 2004 PDC sponsors then send \$2,000 each to increase current endowments, to:
 - a. Washburn University and

b. KSU.

Moved by Shirley Moses, seconded Rhonda Mings. Passed

Motion: Criteria for the student at Allen CCC should focus toward government employees or public administration students. Other criteria and GPA are to be the same as the other endowments. Moved by Shirley Moses; seconded Rhonda Mings. Passed

Meetings

February did not have a meeting. Rhonda is having trouble getting speakers. She is trying to get Steve Morris for March. The April speaker will be Dean David Sollars from Washburn Business School.

Walt suggested that we work with Allen County Community College for speakers.

March 2nd, Teleconference to be held at the KDOT conference room.

Community Service

Nickie reported that VITA has two people working, and spending several hours preparing tax forms.

She suggested a raffle at the PDC and all proceeds would go to Battered Women's Task Force. She will look for donations for the raffle items.

Motion: AGA would provide \$100 for raffle prizes for the BWTF project.

Nickie Roberts, seconded by Carolyn Brock Passed

McDonald House project of collecting tabs is ongoing.

The Heart Walk will be held April 23rd.

Certification

Walt has designed a Certification Program for Auditors (CIA), Accounting Experts (CGAE), and Accounting Managers (CGFM) that he would like the State and other Municipalities to adopt. He has presented the concept to ASTRA and to the accounting class. He is sending an e-mail with the concept and the slide presentation to AGA Headquarters within a few days. He would like for AGA to certify the accounting classes offered by ACCC, the title, and the continuing education for the CGAE concept. He will also be presenting the concept to Duane Goossen, with the desire that the State would recognize the certifications, and give preference in the interviewing process to applicants with Certification.

Governor's Proclamation

Walt has asked the Governor's office to declare March as AGA month. Presentation would be March 7th.

Washburn University Meeting

Walt and Debbie meet with Jeanie Wiseman and Dean Sollars. They invited our two representatives to the Scholarship luncheon in April.

Budget

To meet the needs for money to pay the Endowment to Allen CCC the CD that comes due in the next few days will be put into the checking account.

Website

Kansas, Inc. will be doing the website at no cost. The project will not be completed by March 1st, but may by mid-March. There will be a cost of \$8.00 annually for the domain name. The updating will need to be completed by AGA. We may need to purchase software to complete the updates for \$300. Walt volunteered to be the Webmaster for the next year.

Adjournment 9:00 PM

Respectively submitted, Carolyn Brock, Secretary