

**Minutes**  
**Association of Government Accountants – Topeka Chapter**  
**September 1, 2005**  
**Fox Ridge Clubhouse, Topeka, Kansas**

**Members Present:** Scott Alisoglu, Walt Darling, Marsha Pappen, Brenda Adkins, Debby Fitzhugh, Debbie White, Shirley Hollis, Nickie Roberts, and Brandi Baer.

**Members Absent:** Shirely Moses, Sabrina Wells and Rhonda Mings

Meeting was called to order at the Fox Ridge Clubhouse, Topeka, Kansas, at 5:35 p.m. with a quorum present. The August 4, 2005 minutes were presented for approval. Motion was made by Marsha Pappen to approve the August 4, 2005 minutes. Walt Darling seconded. Debby Fitzhugh abstained. Motion carried.

Scott Alisoglu discussed the recent hurricane tragedy in Louisiana and Mississippi and recommended that the Topeka AGA Chapter make a donation. Discussion ensued and it was the Board's consensus to defer action on the donation until more information was available from AGA National and how the donation efforts would be coordinated.

Brenda Adkins discussed the 2006 PDC. PDC Committee members are: Scott Alisoglu, Walt Darling, Brenda Adkins, Sabrina Wells and Rhonda Mings. The Committee would like to have a federal volunteer on the Committee. Alisoglu will e-mail Don Wilson for some names. Washburn University was discussed as a possible site for the PDC.

Debbie White deferred to Debby Fitzhugh for the Treasurer's report. Debby Fitzhugh reported that Pam Simecka completed the internal accounting audit of the Topeka AGA and found no discrepancies and Pam suggested that the Topeka AGA continue its practices of the two signatures on the bank accounts. Fitzhugh provided a copy of the audit letter to Alisoglu for submission to the AGA National for points. Board members Fitzhugh, Alisoglu, White and Adkins will take Pam to lunch as a thank you for completing the audit for the Topeka AGA.

Fitzhugh distributed the final 2005 PDC registration and cost report, monthly financial reports from September 2004 to July 2005, lecture series reports from September 9, 2004 to July 12, 2005, and attendees report from the lecture series. Fitzhugh stated that in March 2005 when Topeka AGA was conducting member recruitment that those that joined or renewed would need to be reimbursed a portion of their dues respective of "March Madness" brochure. Fitzhugh suggested that the Topeka Chapter reimburse those that have qualified by no later than December 31 so there is no confusion when we begin next years membership drive. Fitzhugh also reported that there was approximately \$16,000 in the checking account and suggested that we transfer some money to either savings or CD. Additionally she stated that we have not made payment of the previous approval of \$7,500 to Allen County to establish the matching scholarship fund. Darling stated that guidelines need to be drafted and he will work on the completion of the the draft for Board approval.

Motion was made by Alisoglu to transfer \$5,000 from checking to savings. Shirley Hollis seconded. Motion carried.

Motion was made by Fitzhugh to donate to the hurricane relief fund pending additional information received from AGA National and deferring payment amount until next month's meeting. Alisoglu seconded. Motion carried.

Motion was made by Alisoglu to continue the obligation of transferring \$7,500 in the current years budget to Allen County for the matching scholarship fund pending the written guidelines. Darling seconded. Motion carried.

Fitzhugh discussed changing the signature cards for all the bank accounts at Commerce Bank since a new Treasurer had been elected. Discussion ensued on continuing to have the two signers for the CDs and savings account and one signer for the checking account. Motion was made by Fitzhugh to continue the practice of two signers for the CD and savings accounts and one signer on the checking account. The two approved signers will be: Scott Alisoglu and Debbie White on all bank accounts. Adkins seconded. Motion carried.

Fitzhugh discussed the current AGA credit card account that has a limit of \$2,500 and is with UMB. Recently she had successfully negotiated with UMB to change the statement date to the 15<sup>th</sup> of the month so that the Topeka AGA had sufficient time to make payment and gather receipts from Board members from one meeting to the next and that the credit card accounts would no longer carry any late fees or finance charges. The current credit card holders are: Debby Fitzhugh, Walt Darling, Scott Alisoglu, and Rhonda Mings. Fitzhugh reported that as Secretary, she would no longer require a credit card, and would provide Debbie White with her card. Motion was made by Alisoglu for the following Board members to retain credit cards: Debbie White, Walt Darling, Scott Alisoglu, Brenda Adkins, Rhonda Mings, and Sabrina Wells and remove Debby Fitzhugh. Marsha Pappen seconded. Motion carried.

Fitzhugh suggested that as the Topeka Chapter continues the lecture series that we provide signup sheets for the attendees so that we can maintain actual attendees at the meetings as they arrive. Fitzhugh stated that because of prior commitments that she would not be able to attend meetings on the first Thursday of the month beginning in October. Discussion ensued on holding the Board meeting on a different day of the month. Motion was made by Alisoglu to change the Board meetings from the first Thursday of the month to the first Wednesday of the month pending approval from the Fox Ridge office. Adkins seconded. Motion carried.

Fitzhugh concluded her report and thanked the Board for its patience as she covered several final reports from the last several months. She also thanked the Board for being able to serve this last year as Topeka AGA Treasurer and looked forward to its continued future successes.

Nicke Roberts discussed upcoming community services events and would provide a list of the events, the plan for the events, and recommend Topeka AGA donation amounts for each event at the next Board meeting. The Race Against Breast Cancer event will be held on September 15-17 and anyone that would like to volunteer for the event may meet at the Washburn Law School.

Alisoglu reported that a charity golf tournament for the Battered Women Task Force would be held at Cypress Ridge on Saturday, October 15 and would like for Board members to attend. Topeka AGA will earn approximately \$20 from each person entering the tournament. Alisoglu and Roberts will visit with Lisa Hecht of the Battered Women Task Force about sending information and promoting the tournament.

Marsha Pappen discussed the AGA National points system and different ways the Topeka Chapter can accumulate points. Pappen suggested that we change the recognition program by November 15. Minutes will need to be submitted quarterly and the next date is November 21. The objective is for the Topeka Chapter to reach platinum level for 2005-2006. Discussion ensued on how the Board could improve the number of points that the Topeka Chapter is submitting. Since former Board members of the Topeka Chapter has boxes of information distributed among several people over a number of years; the Chapter might review its procedures on passing information from one officer to another. Fitzhugh reported that she would begin a notebook for original minutes and that the last three years of monthly financial reports/checking registers (hard copies) are in notebooks and are also kept in one Excel file to pass to the next Treasurer.

Shirley Hollis distributed reports on committees and membership and Topeka AGA currently has 75 members. Discussion ensued on renaming a couple of the committees and further recruitment of members on several committees.

Walt Darling reported that he will find time to update the website using DreamWeaver software and will discuss it further at the next Board meeting. Darling presented Nickie Roberts her plaque for service to the Topeka AGA in 2004-2005.

Brandi Baer discussed the upcoming lecture series for September and October and would be listing all the dates in the newsletter scheduled for release next week. Alisoglu distributed CPE forms from the last lecture series.

With no further business to conduct the meeting adjourned at 8:20 p.m.

Respectfully Submitted,

Debby Fitzhugh  
Secretary – 2005-2006  
Topeka AGA Chapter