



AGA Topeka Chapter  
Minutes of Chapter Executive Committee (CEC)  
November 7, 2007



**Members Present:** Sabrina Wells, Melinda Richter, Mary Johnston, Linda Farlow, Scott Alisoglu, Kathy Bohnhoff, Walt Darling, Brandi Baer, Nickie Roberts

Sabrina noted that Nick Kramer, Fred Baer, Marti Leisinger, Dawn Palmberg, and Randy Bailes had informed her that they would not be able to attend tonight's meeting.

**Minutes from October 4, 2007 NOON CEC Meeting, Docking State Office Bldg:** Sabrina reviewed the minutes of the last CEC Meeting which was held on October 4, 2007. These minutes had been prepared by Marti Leisinger. One change was noted with regard to the spelling of one of the members in attendance at the October meeting. Walt made a motion to approve the minutes from the October 4 meeting. Nickie seconded the motion. The October 4 minutes were unanimously adopted.

**Recognition Points:** Melinda reminded everyone that November 15 was the due date for turning in recognition points for the Topeka Chapter to AGA National. She asked those with "point worthy" items to turn those items into her by Friday, November 9, so that she could in turn put together her report to submit to AGA National. Sabrina asked if there were any specific reports due. Melinda noted that she had visited with several members already about what needed to be submitted. Sabrina said that she would send Melinda an email about the Topeka Chapter's participation in the Career Fair. Brandi noted that the Chapter would receive perhaps 100 points for participating in a career fair.

**Community Service:** Nickie reported that the loose change campaign brought in \$28.57 at the October Professional Lecture Series Meeting. Counting the months of September and October, the loose change efforts brought in monies totaling \$35.00. Nickie stated that she deposited the \$35 into the Chapter's bank account. Because the chapter will match the amount that was raised, Walt will need to write a \$70 check to the Topeka Rescue Mission. Nickie will present the check to the Mission on behalf of Topeka AGA.

Nickie also reminded members that the Topeka Chapter's AGA Holiday Social would be held on December 7 at the White Lakes Plaza Apartment Clubhouse. Like last year, we will ask for \$5 donations for Toys for Tots. Nickie asked if the Topeka Chapter would again spend \$100 for the purchase of door prizes. Sabrina made a motion to approve spending of \$100 by Nickie to purchase door prizes. Motion was seconded by Walt. The motion passed on a unanimous vote.

Brandi agreed to prepare an announcement to email out to AGA Members, etc. announcing the date, time, and place of the December 7 Holiday Social. It was agreed that this announcement needed to go out as soon as possible.

Linda, Scott, Walt and Brandi will be responsible for seeing that food and drink are provided for the Holiday Party. Nickie will be responsible for providing the raffle tickets and providing the prizes.

**Audio Conferences** Linda discussed the two upcoming audio conferences.

(1) November 12 Audio Conference – Effective Performance Audits

Approximately 15 have signed up for this conference, lunch will be provided at noon and then the conference will begin at 1:00 p.m. This will be held at the Topeka Public Library. Sabrina told Linda that she talked once with the library café and that lunch would cost approx. \$10 per person. Linda will need to solidify lunch arrangements for the participants and ensure that the equipment is available so that the conference will proceed without a hitch. Sabrina suggested that they meet at 11:30 a.m. on that day to ensure that all is ready. Linda will need to contact AGA National to find out how CPEs are provided and find out procedures, etc., get sign-up sheets Scott suggested that Linda could contact Mary Beth for information

(2) December 14 Audio Conference – Sabrina read last August's minutes where the price of the 4-hour audio conference was discussed. At the August meeting, it was agreed that AGA would put-on a 4-hour conference with two hours of audio and the remaining two hours would be a presentation by Bernie Hayan. There was discussion about a co-event with IIA. Linda noted that the December audio conference would be held in the Library's auditorium with seating for 48 (12 tables with four at each table). Walt made a motion to invite IAA members for a discounted price of \$40/individual. This would be the same discount that AGA members will pay. Non-members will pay \$60. It was also noted that this would be a conference only, without lunch. Brandi seconded the motion. The motion was unanimously adopted.

**PDC Progress Report** Sabrina noted concern about what had been done thus far with regard to PDC Planning. She mentioned that those members of the PDC Planning Committee who were present, would meet after the CEC Meeting to review individual assignments

**Membership Incentives** Mary showed members an example of lunch totes that could be made by juveniles in detention. She suggested that these could be given to new members and to members who recruited new members. The totes were well received and priced at about \$8-\$12 each. It was suggested that these totes be part of the PDC give-aways. Mary was asked to obtain a price quote for 100 totes. The totes would need to be about 25% smaller than those that Mary brought with her. We will come up with other gifts for new members. National AGA will be sending a check to be used for recruitment efforts.

Sabrina informed the members that Marshall Kennedy was the Topeka Chapter's newest member. All agreed to send him a welcome note.

Walt suggested a strategy session to determine a pool of new members. A spreadsheet would be developed with potential members and agencies that they represented. Sabrina

will contact Board Members via email about individuals to recruit as new members. Walt volunteered to target USD#501.

**Treasurer's Report:** Last month, Kathy consulted with AGA National about our IRS issues. On their advice, the Topeka Chapter appealed the IRS's ruling that we pay taxes for three years because we made more than \$30,000 in each of those years. The IRS sent the Topeka Chapter a certified letter. The letter sat at the post office from October 22 until November 6. Because no one signed for it, the letter was returned to the IRS. Kathy reported that she had tried unsuccessfully to telephone the IRS about the certified letter. Kathy will keep trying. Sabrina agreed to keep the Board Members informed of any new developments. In the meantime, Walt will give his post office box key to Scott. Scott stated that he would be able to more regularly check the Topeka Chapter's mail.

Walt circulated a handout illustrating expenditures and receipts through October 31, 2007. Walt made deposits into the Topeka Chapter AGA account in the month of October that totaled \$90. Expenditures for the month of October totaled \$1,403.49. Of that total \$779.52 was related to 2008 PDC expenses. Receipts from the October Professional Lecture Series were not reflected in the October report because Walt made the deposit in November. Walt stated that receipts from the October Lecture Series totaled about \$300. October Lecture Series expenses were \$258.40.

To cover expenses, Walt moved \$3,000 from savings into the checking account. On November 30, per decision at the October CEC Meeting, Walt will cash in a \$2,000 CD and deposit that CD into the checking account. Walt anticipates that we might also need to cash-out a \$3,000 CD that will mature on December 31. We may need this for 2008 PDC expenses.

There was discussion about receiving more interest than the quarter of one-percent that the Topeka Chapter is currently receiving on its accounts. Scott made the motion that Walt visit BankRite.com to search for a federally insured financial institution that would pay us a higher interest rate on our monies. Mary mentioned that GMAC paid 5.1% with a \$5,000 minimum balance. Kathy seconded Scott's motion. The motion passed on unanimous vote.

**Next CEC Meeting December 5 @ Noon:** It was decided that the CEC would meet in December for the primary purposes of discussing the 2008 PDC. We will also make sure that all is in place for the Holiday Social. The December CEC will be held at noon at a central location (downtown) to be announced.

Scott made a motion to adjourn. The motion was seconded by Brandi. The motion was unanimously adopted. Adjournment was at 7:00 PM.