

**Executive Committee Meeting
Topeka Chapter
September 15, 2009**

Minutes

Members Present: Linda Clark, Linda Farlow, Lori Threadgold, Marti Leisinger, Walter Darling, Nickie Roberts, Melinda Richter, Brandi Baer, Fred Baer, Susan James, Alice Yang

I. Introductions – Marti introduced AGA New Secretary, Alice Yang.

II. Business

1. July and August minutes approved.

Marti suggested to have May 19 for a Full Day event was also approved.

2. Treasurer's Report – Susan James

- Adjustment of \$100 to Receivable balance
 - ✓ Guidance - policy for write-off or adjustment.
 - ✓ Need to verify if the unpaid (\$15) registration “Katrina” came to the seminar lunch. (part of the \$100)
 - ✓ Marti cautioned to first collect at least with one notice before write-off and avoid sending wrong message of “freebie”.
 - ✓ Write-off \$100 was approved.
- Marti will supply Susan current membership listing to continue verifying/matching registration, membership, and attendance at each lunch meeting. Marti will forward invitation invite these non-members that paid member price to join to continue enjoying lower member price.
- Susan confirmed with QuickBooks that we do not need to pay access fee each year when we change Treasurer due to our non-profit status.
- Susan presented Financials.
- We also has 4K unclaimed property coming to us that will help the budget. (Walt said this might be sponsorship payment provided by PeopleSoft as a part of the 2004 PDC. Chapter member working for seminar can be counted for attending members towards the percentage (2 points each) and can earn CPE without paying fee. However, if agency will pay the registration fee, the individual is asked to pay the fee. Speaker of seminar can be listed as a separate category for the CPE count as well.
- A previous facilitator, Sandy said to treat her payment to the conference in which she helped as donation to the chapter. Marti suggested to make attempt returning first before accepting the money.

3. Update – PDS (Audio Conferences w/lunch, additional speakers), Luncheons – Linda Farlow, Sandra Dreasher, Marshall Kennedy

a. Sept 2 (Grants) –

- The chapter made “little” profits on the Audio conference.

b. Oct 7 (Internal Controls) – Need a location!

- Linda Farlow discussed various issues from different locations that can seat 50 participants. Facility fee of the Museum is a bit high. However, the space is

available and appears to be a good choice. We can have boxed lunch from Panero or other restaurants.

Board members agreed with Walt's proposal to go ahead authorized Linda to work out the details with Museum location.

- Marti/Walt would like to make the Oct 7 conference the Event of the Year to invite additional speakers such as Karen Linn. The following were discussed to further promote AGA through the seminar/conference event and increase our membership from 60's back to 90's.

- ✓ Raise Lunch conference/seminar from \$10 to \$15 for the value and convenience provided to local accountants/auditors to obtain CPE.
- ✓ Per availability of seating, Walt proposed 05-19-2010 activity to be a Full-Day-Event. See details in d. below.
- ✓ Target the members of other smaller, local, and fading professional organizations still need CPE. Additional at 6.a.
- ✓ Bring events to other locations such as Wichita.

c. March 3 (Fraud) - Lawrence

d. May 19 (Ethics)

- Walt proposed to have an additional/separate lunch event offered to locals based on availability of seating on FT participants. This will benefit people with time constraint to participate as well as increased opportunity to reach more potential member for AGA.

e. Luncheons – November, January, February, March, April, June

f. Wichita

- Walt indicated member works for seminar can be counted as attending member. "Speaker" works for Seminar

4. Socials – Brandi (Summer Attendance, Winter social)

- Around 28 participants at the summer social
- Winter social —Walt has volunteered to organize the social. It is planned for the first Friday at the White Lakes Apartments if the meeting room is available. Nickie will check.

5. CGFM Update – Brandi Baer

- Continue study program and working away.

6. Early Careers – Lori Threadgold/Melinda Richter

- Lori suggested Resume workshop and asked for additional ideas. Her effort in this area would be limited as her due date is approaching soon.

a. Chapter Activities - Lori

i. Early Career Networking Group

ii. Other

- Walt suggested the follows:
 - 1) Target mid-level managers to encourage early career staff to attend
 - 2) Offers 2 free seats to students through WU professors to Oct event. Melinda & Marti suggested to wait and evaluate the registration results first.
 - 3) Invite professors bringing students to attend seminars.
 - 4) No result from the free electronic sign up offer.

- Malinda suggested to have events around Dec during graduation time.

b. Regional & National Activities – Melinda

- We will receive scholarship money from National soon.
- 7. Community Service – Nickie Roberts** (Race against Breast Cancer – Sept 19th)
 - Nickie updated various activities and schedules on volunteer activities.
 - ✓ Topeka Rescue Mission continue until Oct with cap of \$100.
 - ✓ Toy for Tots to follow in Nov and Dec
 - Walt reminded everyone to log on any volunteer hours to any organization for building the chapter points.

- 8. Chapter Recognition Program – Linda Clark**
 - a. Update on points**
 - We need to complete review of F/S by 10/30.
 - Fred needs to submit history report by September 30.
 - To remind everyone to submit volunteer hours to Nickie. And Nickie will forward total hours to Linda 2 or 3 days prior to 10/30
 - Gina Cregg /Cheryl Saladin would assist in auditing the F/S.

- 9. Communications**
 - a. Newsletter – Muriah Baker**
(She has classes on Tuesdays this Fall.)

Marti suggested the following:

- To verify the commitment and schedule set with Muriah per disconnection between newsletter releases and meeting attendances.
- Help were offered by Marti and other members in the past.
- To reconsider if we do not hear from her by Oct/Nov.

- b. Website – Walt Darling**

Due to the new and biggest changes to AGA website, some previous information might required assistance to locate the correct address at this time. When in need, please feel free to contact Walt directly.

He is still working on membership listing update.

- 10. Membership - Melinda**
 - a. Update on renewals**
 - b. Scholarship**

Working towards “Share the Magic” the AGA membership drive with her targeted audiences.

- 11. Budget**

The budget was approved as proposed.

Marti indicated uploading the budget for YTD comparison is sufficient.

- 12. Other**
 - a. ARRA Training**
 - b. Historian**

Fred needed additional information for historian report – PDC speakers, Community services points.