

CENTRAL OHIO CHAPTER OF AGA
Minutes for Executive Committee Meeting
July 21, 2011

Name	Present Y N	Name	Present Y N	Name	Present Y N
Nancy Barber	<input checked="" type="checkbox"/> <input type="checkbox"/>	Matt Klapheke	<input checked="" type="checkbox"/> <input type="checkbox"/>	Caren Murdock	<input checked="" type="checkbox"/> <input type="checkbox"/>
Virginia Brizendine	<input checked="" type="checkbox"/> <input type="checkbox"/>	Cindy Klatt	<input checked="" type="checkbox"/> <input type="checkbox"/>	Carrie Simmons	<input checked="" type="checkbox"/> <input type="checkbox"/>
Bryan Cottrill	<input checked="" type="checkbox"/> <input type="checkbox"/>	Brent Lewis	<input checked="" type="checkbox"/> <input type="checkbox"/>	Steward Smith	<input type="checkbox"/> <input checked="" type="checkbox"/>
Mike Howard	<input checked="" type="checkbox"/> <input type="checkbox"/>	Jim McLaughlin	<input type="checkbox"/> <input checked="" type="checkbox"/>	Tracy Valentino	<input checked="" type="checkbox"/> <input type="checkbox"/>
Emily Keller	<input type="checkbox"/> <input checked="" type="checkbox"/>	Darren Meredith	<input type="checkbox"/> <input checked="" type="checkbox"/>	Chuck Vollmer	<input checked="" type="checkbox"/> <input type="checkbox"/>
Bill Kennedy	<input checked="" type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>

There were no changes made to the June 2011 minutes.

Treasurer's Report (Mike):

From comparative statements, our net income increased by \$9,783.18 over the previous year. We have \$52,820.61 in the bank.

Chapter Business

Fiscal Year 2012 Budget:

The budget needs to be finalized soon. All chairs are asked to submit anticipated expenses to Tracy and Mike by **8/5/11**. Also, Mike requested feedback on the budget format (by committee/in total/etc) for next year. Mike will prepare a condensed version of the P&L statement for our website and newsletter.

Committee Chair Appointments:

Nancy has resigned as Community Service Chair and will serve as the Secretary; Caren Murdock has resigned as Education Chair and will serve as the Community Service Chair. Virginia Brizendine will assist with the Communications/Newsletter committee. Tracy will be meeting next week with a person considering the President Elect position.

Chair reports

President-Elect/Chapter Recognition Points: No report.

Education (Darren and Stewart, co-chairs): Caren reported that Darren e-mailed her that all speakers for the PDC in October were covered. She will be requesting information from the education chairs on the fees and travel expenses for the speakers. The next training is scheduled for 7/25/11 covering the topic of Report Writing. 16 people have signed up for the class. Tracy requested that executive committee members that worked on the education committee previously assist the new chairs in preparing their budget for the upcoming chapter year.

Community Service (Caren): Caren reported that she submitted a draft plan for consideration for the upcoming years Community Service events. A recommendation was made to have the final plan posted on the website. Caren will send the plan for a news flash to all COAGA members. Caren stated that this committee was proposing a budget of \$200 for the upcoming chapter year.

Membership (Cindy): Cindy reported that she has obtained information from the previous membership chair and is currently developing her plan.

Communications/Newsletter (Chuck/Virginia): Virginia reported that she is working on a COAGA newsletter and is targeting early August for publication. Tracy requested that all chairs commit to assist Virginia by providing relevant timely information for publication. Chuck reported that he was able to update the newsletter listing to include an additional 50 names. He stated that there were no budget dollars needed for the committee.

Professional Certification (Virginia): Virginia requested the suspended membership list so that she could contact those on the list with a CGFM certification.

Program Co-Chairs (Matt): Matt reported that the 8/15/11 training was cancelled. After this month's training, the next scheduled training will be on 9/12/11 for an annual audit update presented by Ken Richards. The program co-chairs will be setting up the on line registering (Reg-on-line) for the PDC. Matt stated that the food choices for the PDC will be selected prior to open registration. The executive committee discussed the possibility of combing the Program and Education committees.

Scholarship & Awards (Brent): Brent reported that he is beginning preparation for the next scholarship event. The goal would be to award the scholarships at the annual PDC. Brent stated that this committee would request the same budgeted amount as in the previous year for scholarships.

Social (Bryan): Bryan reported that the Appreciation event was held at Bar Louie and the Comedy Club with 19 attendees. Bryan also will write an article with picture on the recent golf outing for the newsletter.

Bylaws/Sponsorship (Carrie): Carrie reported that she is starting to work on the sponsorship for the next chapter year. She wants to have sponsors on board prior to the PDC. Carrie stated that the only budget item for the committee is the cost of the new sponsorship banner.

Website (Bill): Bill reported that he has established an account at Dropbox.com. This will allow the executive committee to store and share files. Bill will send an invitation to executive committee members to join the site by creating individualized passwords. Bill has already placed some documents in the drop box.

Other Chapter Business/Discussion: The committee agreed to have COAGA's financial statements prepared using the accrual accounting method versus the cash accounting method. Mike will prepare statements to reflect this change effective 7/1/11. All budgets should be submitted by 8/5/11 and strategic plans by 8/12/11. Tracy will save the committee policies and procedures and the record retention schedule in the Drop box site.

The meeting adjourned at 1:10 PM. The next meeting is on Thursday, August 18, 2011 at 11:30 AM at BWC.

Respectfully submitted,
Nancy Barber, Secretary