

CENTRAL OHIO CHAPTER OF AGA

Minutes for Executive Committee Meeting Held on November 3, 2009

Attendees: Caren Murdock, Jay Easterling, Cindy Klatt, Joni Razzano, Maria Robinson, Jim Kennedy, Leanna Abele, Melvin Striblin, Nancy Barber, Virginia Brizendine, Kelly Lammers, Jeff Bankey, Brent Lewis and Bill Kennedy

Absent: Pat Wooldridge, Jim McLaughlin, Debbie Liddil, Chuck Vollmer and Diane Crossland

Motion was made to approve the October 6, 2009 minutes; all approved.

Treasurer's Report (Joni) – Joni said most of the activity for October related to the PDC. Jim stated that we will have about \$87,000 of gross revenue for PDC, and estimates that net income will be about \$20,000. Joni filed the IRS 990 form and paid the \$50 fee. The invoices she paid this month mostly related to PDC income and expenses. She has paid every bill that she has received. Bank balance is \$42,993.83.

Chapter Business

25th & 26th Annual AGA PDC

Caren thanked everyone for their part in assisting with the Professional Development Conference. She thought it went smoothly. She asked the group for any ideas for improvement. One suggestion was to have a spreadsheet of moderators in case some don't show up. Another idea was to have a "traveling" microphone in the general sessions for questions (some didn't use it – moderator should be informed that one is available); federal tracks were not very well attended; federal representatives did not participate much in the PDC preparation process; 47 people (15%) from DFAS attended the PDC. An extensive discussion was held – the group agreed to eliminate federal track from next PDC.

Jim distributed the evaluation summary from the PDC. We received high marks for the registration process, but low marks for the facility. Jim said we are "locked" in our current facility if we have four tracks. Jim contacted the River Club at Confluence Park – they can do three break-out rooms, and can handle 300 people (350 at the most). Jim said we could limit registration by cutting it off at a certain number so as to not overcrowd whichever facility we select. The River Club has good food, and there are fees for rooms unless you buy breakfast and lunch. They also have free parking. There is an open house at the River Club on Nov. 13th. Some of the group made plans to attend in order to check out the facility. Maria suggested the Quest Club in Polaris as a place for the PDC. Jim said the breakout room limitation was a problem. Jim also tried Convention Center before, but the cost was prohibitive.

The group discussed potential dates for the 2010 PDC. A tentative date of October 25-26, 2010 was suggested.

Franklin University Accounting Networking Event

This event will take place on Nov 30 – Dec 2. There is a table set up for each organization. Leanna stated that most of the students that visit are looking for jobs. The room is locked during the off-hours. Debbie has ordered pens to distribute to the students. She also mentioned that the students have been interested in the CGFM certification.

AGA PDC Chapter Hotel Scholarship

Caren asked for approval for Caren and Jay to attend the AGA National PDC and accept the free hotel scholarship. The Committee approved this.

Chair reports

President-Elect/Chapter Recognition Points (Jay) – Jay mentioned that Jessica at National AGA will put together materials for Franklin University event. We had 8,525 points on the September 30th report.

Education (Debbie (absent) and Jim) – Jim and Debbie are rolling off as Education chairs. Jim is suggesting a two day conference for the 2010 PDC. Perhaps the CGFM portion could be its own day sometime during the year; it is good to keep ethics – it is a popular session. Currently, we have 33 speakers. If there were 20 speakers for a 2 day PDC, it would be more manageable.

People want to have 8 hrs of CPE each day. What we had may have been an 8 hour training day per Accountancy Board (over 350 minutes in a day), but this would only be for CPAs. NASBA has a different rule about training hours. A suggestion was made to have a bonus track at 4:00 to get that 8th hour. Another suggestion was having a speaker during lunch.

Jim also mentioned that there are 18 portfolios left over from the PDC. Suggestions on how to utilize these extra portfolios – giving them to the scholarship winners and the Ohio Dominican presenters in the February 2010 meeting. The Committee seemed agreeable to that.

Community Service (Nancy) – We received \$65 and 24 pounds of food to donate to the Mid-Ohio Food bank from PDC attendees. National AGA still matches donations – it was recommended that Nancy contact Jessica Jones at National AGA via email. Usually, the matching takes place with a national charity organization, but they have matched our Mid-Ohio Food Bank donations in the past. Nancy also mentioned having a holiday wish program – mittens & food items. She also mentioned caroling at a nursing home or hospital. A few of the members volunteered for that.

Membership (Leanna and Melvin) – There were 18 people that fell off as members – five of these renewed. With three new members, we now have a net loss of 10 members. Some of the expired members received the member rate at the PDC - we will follow up with these individuals to either renew their membership or pay the difference. There are still 52 suspended members who have not renewed. We have a total of 450 current members. We had one at-large member transfer to the Chapter. There were 12 non-members attending training sessions. People do not always receive renewals from National.

Leanna has heard from two professors who are interested in the AGA e-membership for professors - Columbus State and Ohio Wesleyan. They also sent emails to non-members attending the PDC to see if they are interested in joining the Chapter.

Leanna asked the group if they were agreeable to setting up the recruitment scholarship money of \$407 from national to help new members offset the cost of a membership. \$25 was the suggested amount.

Communications/Newsletter (Chuck, absent) – No report.

Professional Certification (Virginia) – A winner for a free CGFM exam was selected - Chrissy Downs from Uhrig & Associates.

Program Co-Chairs (Kelly, Maria) –We currently have \$5,460 in outstanding receipts for the PDC. They plan to send an email to non-members attending the PDC at the member rate that by the end of November they need to provide documentation that they have become members; otherwise they will have to pay the balance due. Kelly and Maria asked if Regonline was still an acceptable tool for the PDC. The group agreed that it was. For any capacity issue, they mentioned that Regonline can cut off registration if a certain number is reached. It was mentioned that the next PDC brochure needs to be clear about the refund policy. Also, Kelly and Maria recommended that in the future, we should send a reminder email with the confirmation they states that the registrant needs to have a substitute if cancelling after a certain date. Kelly and Maria intend to write policies and procedures for the Program area, including lessons learned and FAQ for all volunteers.

On December 14, we are going to have an 8 hour training session on Six Sigma. This deals with efficiency of processes. This will be a hands-on working session of which participation will be expected. They will make an announcement soon. They asked if Desserts by Design was still acceptable for the training session lunch. The Committee had no objections. Caren is going to contact the trainer for more information.

Scholarship & Awards (Jeff) – Jeff has given the schools the date of December 31 for the scholarship deadline. It was suggested that the scholarship information also be included in our newsletter and on our website.

Social (Diane) – Diane stated that the bowling event is scheduled on November 10 and that the group should encourage members to attend (*event was subsequently cancelled – will be rescheduled in early 2010*).

Bylaws/Sponsorship (Brent) – Brent asked about receiving a listing of 2009 PDC attendees – Kelly sent him an Excel sheet last year. The sponsorship banner should go to every training session.

Website (Bill) – Bill made some updates to the COAGA website. Currently the number of emails we have been sending have not been a major issue, considering that this time of year will be the highest use. Bill will update our email address list with PDC attendees.

On the “How did you find out about the PDC” question in the survey: most people responded with “via email” as the answer, not the brochure. The Committee may consider that printing a brochure may not be a worthwhile cost for future PDCs.

Adjourned at 12:55 p.m. – Next meeting on Tuesday, December 8 at 11:30 at SERS.

Respectfully submitted,
Cindy Klatt, Secretary