

## **CENTRAL OHIO CHAPTER OF AGA**

Minutes for Executive Committee Meeting Held on October 6, 2009

Attendees: Caren Murdock, Jay Easterling, Cindy Klatt, Joni Razzano, Maria Robinson, Debbie Liddil, Jim Kennedy, Leanna Abele, Melvin Striblin, Nancy Barber, Chuck Vollmer, Virginia Brizendine, Kelly Lammers, Jeff Bankey, and Diane Crossland

Absent: Pat Wooldridge, Jim McLaughlin, Brent Lewis and Bill Kennedy

Motion was made to approve the September 1, 2009 minutes; all approved.

Treasurer's Report (Joni) – Joni received no income in September and paid miscellaneous reimbursements, as well as Franklin University payment for training. Bank balance is \$41,668.

### Chapter Business

Monthly Education Events – We originally had a November 9 audio training planned – Caren said that instead it will be combined with the January 13 training to provide 2 hours of CPE. Caren is also planning to have an 8 hour training on December 14 on process improvement. OBM employees are assisting us with this program.

Caren also mentioned that IIA has scheduled an internal audit training session on March 25, 2010 at 94<sup>th</sup> Aero Squadron. This is a breakfast session that will cost \$25. Committee discussed this and our possibly subsidizing the cost. Some of the group indicated that our members would not be interested in a breakfast meeting/training session. It was decided to have a joint meeting so that we earn Chapter Recognition points. However, we will not subsidize the expense – hopefully some of our members will be interested and attend the event on their own.

Jim K received a call from Ohio Dominican University, which is participating in the National AGA competition for the Citizen Centric reporting project for universities. The professor who contacted Jim indicated his interest in presenting their project to our Committee in February. The Committee was in favor of this.

Unclaimed funds – Central Ohio Chapter has \$200 in unclaimed funds with the Department of Commerce. We need to establish our identity as the COAGA. Joni will send copy of 2008 990 tax form to Caren.

## Chair reports

President-Elect/Chapter Recognition Points (Jay) – Points were submitted to National AGA for the September 30 deadline.

Education (Debbie, Jim) – Debbie and Jim K distributed a printout from Regonline as to how many people were registered for the PDC. Jim estimates a profit of \$14,000 and that 15-20 more people will register. The federal participation appears to be around 15%. Debbie still needs a couple bios from speakers. Meghan Altier is coordinating the speaker information. Debbie still needs to receive some Power Point presentations. She would like to have those loaded up on the computers next week and posted to the website for advance printing.

Trisha Wood is coordinating the moderators for the sessions so she may be contacting Committee members to assist. Debbie does not have the ads for the sponsors yet. We will need to make separate signs for the sponsors for the luncheons because the banner won't be sufficient. Chuck has sponsorship ads for the newsletter that the Education Committee may be able to use.

The Education Committee will be having a “stuffing party” on Oct. 16<sup>th</sup> at 11:30 for the handouts, evaluations, etc. to be placed in packets. This will include lunch. They will solicit volunteers for “traffic cops” at the Athenium in order for participants to find the appropriate rooms.

Community Service (Nancy) –Mid-Ohio Food Bank is next project. Email reminder notice for PDC can include information about participation/donations at the PDC. Nancy will write verbiage for Kelly to include in the email blast.

Membership (Leanna and Melvin) –There were three new members (total 12 for the program year) in September. 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.

Leanna obtained nine scholarship contact names from Jeff that she used to send emails to professors to see if they are interest in “e-membership” – free for professors from National AGA. So far, she has received a response from one of the professors.

She also stated that National AGA is offering a recruitment scholarship, to be at least \$100 (we're uncertain as to what the total will be). The goal of this scholarship is to use it to acquire new members. Leanna shared her idea for a rebate/incentive program. If someone joins as a new member, we could refund part of the membership fee. We would want to target new members who would be likely to renew the following year. At least \$25 would be a good amount. We have until the end of January to inform National AGA what we did with the money. Leanna asked that whoever receives the check from National to let her know the amount. Caren said we would discuss this issue further at the next meeting.

Melvin shared his research for conducting “webinars” to try to reach those members who are not able to benefit from our training sessions in Columbus.

He stated that a monthly subscription costs \$100 – but this is probably more than we would need. The webinar would be limited to 1,000 participants. We would need to install the program on a PC. With certain public offices' IT policies, this may necessitate the Chapter to purchase a laptop computer. In addition, with the processes that need to take place with a webinar, the presenter should not be responsible for the online webinar function (we would need someone else to perform this function).

During the webinar, there are certain methods of monitoring attendees, such as having poll questions. You can also have a survey at the end of the session to monitor attendance.

There is a free, trial 30 day membership to try out the program. VOIP can be used for participant questions. Organizers can mute or un-mute this function.

The webinar would supplement current live training. Perhaps we could try it for a 2 hour training session. The program can generate lists of participants, log-on time, etc. Caren will talk about the webinar function with Pat (who has seen it live) and discuss at next meeting.

Communications/Newsletter (Chuck) – Chuck needs to get pictures of some committee members - 17 bios still need to be published. He anticipates introducing five to six of the committee members per newsletter. Chuck thanked the group for assisting with the annual accomplishments report - Caren put the finishing touches on it. Chuck determined that we receive 150 points if we distribute it to our members - we will link it to our website. Virginia provided him an article on CGFM for the newsletter.

Professional Certification (Virginia) – One of our goals was to raffle off a CGFM exam at the PDC. Idea was to send members (those who are not CGFMs) an email. After much discussion, it was suggested to offer this raffle at the PDC to those taking the CGFM course. The CGFM moderator packet will include instructions about collecting names for the raffle.

Program Co-Chairs (Kelly, Maria) – They need volunteers for registration desk – Bill Paull, Jim Whaley, Sally McCrady, Jim McLaughlin have volunteered thus far. Debbie may send email to federal chapter for assisting. Kelly ordered extra ribbons – past president ribbons, designated committee ribbons – she's waiting to hear back from National as to whether they will be sending CGFM ribbons or stickers. Virginia will check with National on this. Co-chairs will print name tags for PDC next Wednesday. PDC speakers will come to registration desk for information. Moderators will receive moderator packets with speaker information. Debbie will get list of federal chapter education committee members.

Scholarship & Awards (Jeff) – Jeff has started contacting colleges about scholarships. He will send out the information next week and give the students two months to prepare the applications. Announcing the scholarship winners last year was a logistical problem at the monthly training. Some students aren't available; Jim suggested posting the picture and bio of the winners on our website instead. The group seemed to favor this idea.

Social (Diane) – Diane contacted Sawmill Lanes and was able to schedule a bowling activity for Tuesday 11/10. This will include two hours of bowling, shoes, soft drinks, pizza and will cost \$75 per lane. Arrival time will be 6:30, to bowl 7:00-9:00. She suggested requesting a \$5 donation from the participants to go toward a donation to the Mid-Ohio food bank. We will also have some prizes. This will be for our chapter members only and one guest.

Bylaws/Sponsorship (Brent) – no report

Website (Bill) – Bill had provided an email update to Caren, and Maria shared with the group. The first two PDC announcements were sent to 1,500 people. Bill was able to merge several lists into one list. This can help us for future mailings.

Our email service limits us to a certain number of emails - 5000 emails/month. This amounts to three monthly email blasts to everyone or 10 monthly emails to just Columbus members. We will need to limit email activity to save costs. The group stated that this would probably only be an issue around PDC time. So far, two people opted in to receive our emails; only three people have opted out.

Jim mentioned that they added an overall question on survey – “how did you hear about PDC?”

Adjourned at 1:00 p.m. – Next meeting on Tuesday, November 3 at 11:30 at SERS.

Respectfully submitted,  
Cindy Klatt, Secretary