

A total of 10 Executive Committee members were present. Those attending the meeting are marked by an "X":

<b>Mara Ash</b> • President	X	<b>Paul Morris</b> • President-Elect	X	<b>Chris Glancy</b> • Treasurer	
<b>Lynne Pfeffer</b> • Secretary • Webmaster	X	<b>Zulay Sanchez</b> • Immediate Past-President	X	<b>Eddie Chan</b> • Newsletter	X
<b>Debi Weyer</b> • Education	X	<b>Kadie Weyer</b> • Membership/Early Careers	X	<b>Patty Aguilera</b> • Luncheon • Community Service	X
<b>Lynda Baker</b> • Community Service		<b>Phillip Ashley</b> • Historian		<b>Bernard Ndoping-Angandje</b> • CGFM	X
<b>Leita Hart-Fanta</b> • Research		<b>Nelly Zhao</b> • CGFM	X		

**1. Call to Order**

The meeting was called to order at 9:45 a.m. by President Mara Ash.

**2. Approval of Minutes and Treasurer's Reports**

Executive Committee Meeting Minutes

- Minutes of the April 12, 2011 EC meeting were approved.
- There was no EC meeting during May 2011.

Luncheon Meeting Minutes

- Minutes of the April 20, 2011 Luncheon were approved.
- Minutes of the May 12, 2011 Luncheon were approved.

Treasurer's Reports

- Treasurer's Report for the month ending 5/31/2011 was approved.
- The EC needs a final confirmation of outstanding receivables for the 2010-2011 chapter year from Chris.
- Priscilla Suggs will be doing the annual audit. Chris sent the Treasurer records for Debi to deliver to Priscilla.

**3. PDC Donation**

- \$100 was budgeted for the chapter's contribution to the PDC for the raffle at the Annual Conference.
- Paul will purchase the (normally) Texas-themed basket and arrange shipping to Atlanta.
- Kim purchased the basket from Tears of Joy in previous years.

**4. Review Strategic Plans**

- **President**
  - Portfolio (3) purchase/shipping may not be needed. Lynne will verify how many portfolios are on hand.
  - For the year just ended, the PDC conference registration was free due to the Chapter's outstanding year in gaining and retaining members. There will be further discussion on the budget for the PDC and related travel expenses at a later date.
  - Lynne will confirm that Chris filed the annual Secretary of State report for non-profits for 2010-2011.
- **President-Elect**
  - All present agreed that the usual end-of-year awards for committee members are an unnecessary extravagance.
  - Paul suggested purchasing t-shirts so that CPE event attendees know who is on the Executive team. Paul took everyone's sizes and will research the costs of purchasing and screen printing the shirts.
- **Treasurer**
  - Audit (\$25), PO Box Rental (\$60) and Petty Cash (\$40) are still valid and accurate for the coming year.

- **Secretary**
  - No budget necessary.
- **Webmaster**
  - Due to overpayment in 2010, the chapter did not owe any fees for 2011. The 2011-2012 web hosting fees will be approximately \$90, but \$100 will remain in the budget.
- **Program-Education**
  - TSBPA CPE sponsor fee (\$400) is valid for 2011-2012 as of this time.
  - John Amidon received a nice post-it-note set boxed in very nice leather-look case from the Arkansas Chapter. The item cost the Chapter a little over \$3 each, which included printing charges. Debi will contact John for more information about where and how to purchase the sets. These would be purchased for speaker gifts, so speaker gifts may or may not remain at a budgeted amount of \$150.
  - Debi would like to partner with IIA for 1 or more events. Mara will contact Isabel Sweet who is responsible for IIA training.
  - Debi has secured speakers for
    - September 8<sup>th</sup>
    - October 13<sup>th</sup> - GASB Update from Irene Lee (CPA Financial Reporting)
    - December 9<sup>th</sup>
    - February 10<sup>th</sup>
    - March 10<sup>th</sup>
    - April 14<sup>th</sup>

More speaker details will be provided at a later date.

See also see item #5 for discussion regarding audio conferences.

- **Luncheon**
  - The Chapter is still considering moving the lunch venue due to the limited size of El Corazon.
  - Austin Women's Club was mentioned but they are not very flexible and consistent slots are hard to get.

See also item #5 for discussion regarding luncheons.

- **Community Service**

The EC agreed to actively participate in the following charitable events:

  - Adopt-A-Family for Thanksgiving (\$100 gift card).
  - Adopt-A-Family for Christmas (\$100 card) and to publicize and collect Christmas gifts for the family.
  - The Safe Place Baby Shower was a huge success. People seem to be more generous when babies are the object of their charity. The Chapter will continue to sponsor that community service event for 2011-12.
  - Golf Tournament Hole Sponsor – there will be further discussion at a later date on this budget item.

- **Membership**

Kadie had some very good ideas for retaining the current membership levels and increasing chapter exposure during 2011-2012:

  - Recognize new members in attendance at the beginning of each CPE event. Patti will forward the attendance list 2 days before the event to Mara and Kadie so that they are prepared for new members in attendance.
  - Any member who recruits a new member will receive a free lunch upon payment of dues by the new member.
  - Paul announced that the Chapter awarded 2 free memberships during 2010-2011 – 1 to a student; 1 to a young professional.
  - Paul will provide a description of the annual networking mixer to Jessica at National. This description is a requirement for receiving the member recruitment scholarship.

- The EC decided that a bi-monthly informal mixer at a local establishment would give us more exposure to potential AGA members.
  - The first mixer was tentatively scheduled for Friday, September 23<sup>rd</sup>, at Garrido's.
  - The second mixer was tentatively scheduled for Friday, November 11<sup>th</sup>, at a place to be determined.
- Chapter exposure is key to obtaining new members and Kadie announced that she has created a Twitter page! The Chapter has 11 followers so far! A Facebook page is also in the works by Kadie. And a link to both will be placed on the Chapter website.
- **Early Careers**
  - See discussion items under Membership.
- **CGFM**
  - Nellie's plans include sending letters to members encouraging CGFM certification.
  - What were the results of Zulay's quest to get the Governor to afford CGFM status the same as CPA and CIA in the state employment application process?
- **Historian**
  - Photo Album/Scrapbook (\$50) and Photo Development (\$25) will remain in the budget.
- **Research**
  - No budget necessary.

## 1. Audio Conferences and Luncheons

### Discussion on Audio Conferences:

- Eddie had previously suggested that the chapter change it up a bit. He recommended this during the EC meeting that included the discussion about purchasing audio conference CDs and reducing the number of luncheons to 5. By purchasing 4 audio conference CDs, the Chapter can show two of them back-to-back for a 4-hour CPE event (possibly in the ERS board room). With regard to TSBPA sponsorship fees, this one 4-hour event is considered just one CPE event (the Chapter purchases 10 CPE events each year).
- After much discussion, the members in attendance agreed to the following:
  - September 8<sup>th</sup> – luncheon
  - October 13<sup>th</sup> – luncheon
  - *November – 2 purchased audio conference CDs to be broadcast back-to-back*
  - December 8<sup>th</sup> – luncheon
  - *January – 2 purchased audio conference CDs to be broadcast back to back*
  - February 9<sup>th</sup> – luncheon
  - March 8<sup>th</sup> – luncheon
  - April 12<sup>th</sup> – luncheon
  - *May 12<sup>th</sup> – 2 purchased audio conference CDs to be broadcast back to back*
- It was agreed that members would be willing to pay \$50 for 4 CPE hours. Actual pricing to be determined at a later time. But final member/non-member rates will be determined at a later date.
- The plan would include picking two compatible audio conferences from National's audio conference line-up.
  - Can audio conferences from prior years be purchased?
  - How long after the live broadcast do the CDs become available for purchase?
  - Is there a discount when buying multiple CDs?
  - Are they purchased after the actual live broadcast, or in advance?

### Discussion on Luncheons:

- If the plan discussed above comes to fruition, the Chapter would no longer need a lunch venue that has an existing phone line.
- Certain EC members are still pursuing accepting credit/debit cards for payment at chapter events.

- Mara brought along a gadget called a Verizon “Square” which allows any phone with the required app to scan credit card information for Visa, MC, American Express, and Discover cards.
- Total inclusive fee is 2.75% of total charge amount, which equates to 45 cents expense on a member lunch cost).
- No monthly merchant fees involved.
- PayPal account is required (no fee for this service).
- Uses “cloud computing”.
- Android/smart phone is required.
- Eddie and Paul each took 1 of the “squares” in order to conduct further research on the idea:
  - What about security to attendee and chapter privacy?
  - This is a very new technology – should we let the other guinea pigs get the kinks out before the Chapter adopts it?

**11. Adjournment**

The meeting was adjourned at 12:00 p.m. Plans are due to National no later than July 15<sup>th</sup>.

Lynne Pfeffer  
Secretary

Date: July 7, 2011

**Summary of Action Items**

<b>Item</b>	<b>Person Responsible</b>
Update on Outstanding Receivables as of 5/31/2011	Chris
Research the Verizon “Square”	Eddie/Paul
Recruit staff at your agencies for membership in AGA	ALL