

A total of 7 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		<b>Vacant</b> • Treasurer	
<b>Lynne Pfeffer</b> • Secretary • Webmaster	X	<b>Zulay Sanchez</b> • Immediate Past-President		<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	X	<b>Bernard Ndoping-Angandje</b> • CGFM	
<b>Leita Hart-Fanta</b> • Research					

**1. Call to Order**

The meeting was called to order at 12:10 a.m. by President Mara Ash.

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

Executive Committee Meeting Minutes

- Minutes of the June 18, 2011 EC Special Planning meeting were previously distributed and recommended edits are in progress. Final draft to be distributed after this meeting.
- There was no EC meeting for the month of July 2011.

Luncheon Meeting Minutes

- Luncheons are not held during the summer months.

Treasurer’s Reports

- None to approve.

**3. Review Strategic Plans (continuation from June special planning meeting)**

▪ **President**

- Budget related to the 2012 annual PDC conference was set as follows:

- Flight cost: \$350
- Registration: \$800
- Meals, taxi, other: \$400 (lunch is covered by National)

- The annual Secretary of State report is not a required filing.

- Total Budgeted Revenue: \$0
- Total Budgeted Expense: \$1,550

▪ **President-Elect**

- Paul’s previous suggestion regarding the purchase of polo shirts/t-shirts for EC members: the National website store offers t-shirts for \$10.80 and polo shirts for \$22.05, both embroidered with the AGA logo: Cost for 13 polos (including shipping): \$350 (approximate)
- Just one plaque for the hosting restaurant will be purchased going forward: \$50
- Raffle donation to Annual PDC: \$100

- Total Budgeted Revenue: \$0
- Total Budgeted Expense: \$500

▪ **Secretary**

- Total Budgeted Revenue: \$0
- Total Budgeted Expense: \$0

▪ **Treasurer**

- Remove Petty Cash (\$40) budget expense
- Annual audit: \$25
- PO Box Rental: \$60

- Total Budgeted Revenue: \$0
- Total Budgeted Expense: \$85

▪ **Program-Education**

- A motion was made and approved to set the price of each 4-CPE audio conference event as follows:
  - \$55 members
  - \$70 non-members
- TSBPA CPE sponsor fee: \$400 (for the period October thru September covering 10 CPE events (as opposed to CPE hours)).
- Three events of 2 back-to-back CDs each (a total of 12 CPE hours for attendees) will be offered. Cost of 6 CDs from National: \$570
- Lynne will contact innovationsbymagnet.com to place an order for 50 Jumbo Sticky Note Keeper sets at \$4.29 each plus a \$50 initial set up fee and ground shipping of \$23.50: \$300 (approximate)

- Total Budgeted Revenue: \$6,640
- Total Budgeted Expense: \$1,190

Certain EC members are still pursuing accepting credit/debit cards for payment at chapter events. A few EC members have offered to pay for their attendance at the next event using the Verizon Square to test out the process.

▪ **Luncheon** (the word 'Luncheon' will be replaced with 'CPE Event' on the budget document)

- Luncheon prices will remain at \$20 member/\$25 non-member. Estimated revenue: \$5,295
- Luncheon costs are expected to remain the same as last year: \$3,318
- The Chapter will continue to provide a free lunch for the speaker: \$90
- 4-hour Audio Conference events: it is important that we offer non-messy snacks and beverages for attendees. Mara can get Krispy Kreme donuts for \$6 for 2 dozen; at least one EC member holds a Costco membership where we can purchase bottled water, sodas, etc.; coffee should be provided also; Swedish Hill Bakery actually offers delivery services. Cost of snacks/beverages per audio conference event: \$400 (approximately \$135 per event).

- Total Budgeted Revenue: \$5,295
- Total Budgeted Expense: \$3,808

Debi will send a flyer for the September luncheon, which will be held at El Corazon. Meeting attendees agreed that the EC should be introduced at each regular CPE event.

▪ **CGFM**

- Hosting a CGFM training event is a very time-consuming and expensive project. The last survey indicated just 5-7 people are definitely interested. Mara will continue her work on the possibility of holding an event sometime in the future. For now, the \$500 speaker fee and \$500 room/food fee will be removed from the budget.
- Scholarship award to a member for purposes of taking CGFM exam: \$250

- Total Budgeted Revenue: \$0
- Total Budgeted Expense: \$250

▪ **Research**

- Total Budgeted Revenue: \$0
- Total Budgeted Expense: \$0

▪ **Webmaster**

- Lynne has received the invoice from USAHosting with an actual cost for the year of \$87.89. Budget will remain at \$100.

- Total Budgeted Revenue: \$0
- Total Budgeted Expense: \$100

▪ **Membership**

- In the hopes of acquiring non-government members, one free membership is budgeted: \$150
- Publishing/printing costs for information cards, flyers, etc.: \$65
- Postage: \$30
- Free lunches for members who obtain new members with paid dues: \$108

Kadie is continuing her efforts to establish both Twitter and Facebook accounts for the Chapter.

The first mixer is scheduled for Friday, September 23<sup>rd</sup>, at Garrido's. Neither drinks nor appetizers will be furnished by the Chapter.

- Total Budgeted Revenue: \$0
- Total Budgeted Expense: \$353

▪ **Early Careers**

- Total Budgeted Revenue: \$0
- Total Budgeted Expense: \$25 (publishing/printing costs)

▪ **Community Service**

The EC agreed to actively participate in and/or contribute to the following charitable causes:

- Adopt-A-Family for Thanksgiving (\$100 gift card).
- Adopt-A-Family for Christmas (\$100 gift card) and to publicize and collect Christmas gifts for the family.
- NFL Alumni Golf Classic – Sponsor a Hole (\$250). Discussion on this item centered around the fact that the donation directly benefits the charity, Center for Child Protection, as opposed to the other donations that benefit those who receive services from a charity.
- 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 the Safe Place Baby community service event for 2011-12.

- Total Budgeted Revenue: \$0
- Total Budgeted Expense: \$450

▪ **Historian**

- Photo Album/Scrapbook (\$25). A photo album available for view at each luncheon is the short-term goal, mainly due to the upcoming 45<sup>th</sup> anniversary of the Austin Chapter.
- It was agreed that we would be willing to pay someone (possibly a student) \$150 to scan the important documents, awards, photos, and such for long-term retention.

- Total Budgeted Revenue: \$0
- Total Budgeted Expense: \$175

- **Citizen Centric Report**
  - Total Budgeted Revenue: \$0
  - Total Budgeted Expense: \$0
  
- **BUDGET TOTALS**
  - Grand Total Budgeted Revenue: \$11,935
  - Grand Total Budgeted Expense: \$4,768
  - Excess to Reserves: \$7,168

**11. Adjournment**

The meeting was adjourned at 1:10 p.m.

Lynne Pfeffer  
Secretary

Date: September 11, 2011

**Summary of Action Items**

<b>Item</b>	<b>Person Responsible</b>
Recruit staff at your agencies for membership in AGA	ALL
Order Sticky Note Keepers	Lynne
Send September CPE event flyer	Debi