



**Association of Government Accountants (AGA) – Austin Chapter
Executive Committee Meeting
Thursday, August 16, 2012**

I. **Call to order**

Paul Morris called to order the Executive Committee Meeting at 12:00 PM on Thursday, August 16, 2012.

II. **Roll call**

The following members were in attendance physically at the ERS Conference Room – Longhorn Annex: Paul Morris, Kadie Weyer, Priscilla Suggs, Patti Aguilera, Aaron Dvorak, and Eddie Chan. The following members were in attendance via conference call: LaTosha Goard, Autumn Bellfield, Adana Berry, Kristen Gonzales, and Debi Weyer.

III. **Approval of Minutes**

There was a motion to approve the Executive Committee minutes for the strategic planning meeting on Saturday, June 23, 2012. The motion was seconded and approved by the Executive Committee.

IV. **AGA Expense Reimbursement Form**

a) The expense reimbursement form needs to be uploaded to Google Docs and included as part of the financial policies documents.

b) The expense reimbursement form may be filled out for expenses that have already been approved in the budget. If the expenses have not been approved in the budget, talk to the Executive Committee before submitting an expense reimbursement form.

c) There were no PDC travel reimbursements, as Lynda Baker's company paid for her travel expenses.

d) There was a motion to reimburse Paul Morris for a \$25.00 gift card expense. The motion was seconded and approved by the Executive Committee.

V. **Google Docs Updates**

a) Historically, each chairperson would physically hand over the materials to the new chairperson. Now these materials will be uploaded to Google Docs to provide continuity over the years. Uploading documents in Google Docs will also help the Austin chapter keep up with their chapter history.

b) The Google Docs username is: austinagal@gmail.com. The Google Docs password is: accountability.

c) It was suggested that chapter records should be kept for five years, and anything older than five years can be archived on a disc. This topic has been tabled until the next Executive Committee meeting. In the next meeting, the Executive Committee will discuss document retention in Google Docs.

d) When uploading documents to Google Docs, keep the document in the original format it was created in; otherwise, the document may get corrupted.

e) Google Docs policies and procedures will be drafted. These policies and procedures will address issues that include how frequently the account password should be changed, and privacy settings that will prevent members from destroying documents.

VI. **Education Updates**

a) Scholz Garten was selected as the luncheon location via poll. The contract will be signed for a \$100 room fee that includes all audio/visual equipment, stage, podium, and parking.

b) Nine luncheons have been scheduled. There was a suggestion that an evening CPE class be held to reach out to a different crowd. It was also noted that February, March and April are the lightest attendance months of the year.

c) Evelyn Brown is scheduled to speak at the luncheon on November 8, 2012. The Executive Committee will check with Evelyn Brown to see if she is up for a happy hour event on November 7, 2012.

d) Next year is the 50th Anniversary for the Austin Chapter. The Executive Committee wants to have an eight hour professional development conference, and discussed partnering with other chapters to make the event larger and have a wider range of topics and speaker, physically or via teleconference.

VII. **Citizen Centric Report**

a) Executive Committee members are encouraged to submit topics and articles for the Citizen Centric Report. This report is due on September 30, 2012. Please send all contributions to Jeanne Yanga.

VIII. **Round Table Updates**

a) Paul is looking into the professional development conference event.

- b) Priscilla is working on uploading materials into Google Docs.
- c) Kadie is focusing on Texas State University-San Marcos for early careers recruitment.
- d) Debbie is ordering three more CD's for audio conferences and checking the mailbox.
- e) Patti will assist Adana with registration and the database.
- f) Lynda's community service contribution was noted. The Executive Committee and members are encouraged to participate in community service.
- g) LaTosha is working on the newsletter, including articles, topics, etc.
- h) Kristen is contacting Dr. Karen Conn at St. Edwards for recruitment ideas.
- i) Eddie is working on the website, navigation, registration, CPE survey.
- j) John is working on the Citizen Centric Report.

IX. **Adjournment**

The meeting was adjourned at 1:00 PM.

Autumn Bellfield
Thursday, August 16, 2012