



**Association of Government Accountants (AGA) – Austin Chapter  
Executive Committee Meeting  
Thursday, September 27, 2012**

I. **Call to order**

Paul Morris called to order the Executive Committee Meeting at 12:00 PM on Thursday, September 27, 2012.

II. **Roll call**

The following members were in attendance physically at the ERS Conference Room – Longhorn Annex: Paul Morris, Kadie Weyer, Patti Aguilera, Sharita Coyle, Debi Weyer, and Eddie Chan. The following members were in attendance via conference call: Autumn Bellfield, Adana Berry, Kristen Gonzales, and Mara Ash.

III. **Approval of minutes**

A) The Treasurer's Report was approved via e-mail by the majority of Executive Committee as of today's date.

B) Five Executive Committee Members approved the Executive Committee Minutes for the August 16, 2012 meeting via e-mail.

Update: If a Executive Committee Member does not approve or suggest changes to chapter reports or meeting minutes within a week of distribution, his/her silence will be taken as approval.

IV. **Old business**

A) There is no old business to report.

V. **Chapter Historian – Sharita Coyle**

A) Sharita Coyle has volunteered to be our chapter historian. She will provide an end of year summary on chapter events as well as the backup the secretary for meetings and luncheons.

B) Please add Sharita on Executive Committee e-mails.

C) A motion was made to purchase a voice recorder for the AGA Austin Chapter secretary to record luncheon speakers and assist in preparing chapter minutes. This motion was seconded and approved by the Executive Committee.

VI. **Open position – President Elect**

- A) The President Elect position is now vacant. Spread the word to anyone who may be interested in volunteering for this position. Responsibilities of the President Elect includes handling awards nomination process as well as keeping track of chapter points on a regular basis.
- B) Paul Morris is tracking the chapter's points until the position is filled.
- C) Please remove Priscilla Suggs from Executive Committee e-mails.

VII. **Treasurer's report**

- A) The audio conferences have been purchased.
- B) In the latest report, the expenses and revenue for the first AGA luncheon on September 20, 2012, is detailed.
- C) Executive Committee Members need to review the strategic planning budget one more time and let Paul Morris know if any changes need to be made.

VIII. **Early Careers – Membership Mixer**

- A) \$181.00 has been deposited into our account from National for our upcoming membership mixer that will be held on November 7, 2012 at Central Market on North Lamar from 4:00 PM – 7:30 PM. The AGA National President, Evelyn Brown, will be a special guest at the membership mixer.
- B) Executive Committee Members can help make the mixer successful by spreading the word about the event, attend the event, and bring a non-member to the event.
- C) Benefits of attending the membership mixer include networking, free luncheon raffle for current members, free AGA membership raffle for non-members.
- D) Pictures will be taken at AGA luncheons and events, and placed on the chapter's Facebook page to show chapter events, interest non-members, and for Historian reports.

IX. **First luncheon feedback**

- A) The surveys reported good feedback for the chapter's first luncheon on September 20, 2012.
- B) For future luncheon events, attendees will be able to park on the top floor of Garage B for free.
- C) The following things can be done to improve our next luncheon event:
  - 1) Call Scholtz the morning of the luncheon to make sure that the microphone is available and working before the event.
  - 2) Position tables and seat closer together.
  - 3) Ask Scholtz staff to not wash dishes during the luncheon.
  - 4) Adjust the room temperature thirty minutes before the luncheon begins, especially during the Spring and Summer.
  - 5) Start serving food earlier.
  - 6) Attendees must pay a second luncheon fee to receive second helpings of food.
  - 7) Keep a bag handy prepacked with luncheon essentials, like name tags,

raffle tickets, speaker gifts, an extra microphone, etc.

D) The Scholtz Garten agreement is for nine months; however, location suggestions are always welcome for other CPE and chapter events.

X. **Outreach efforts**

A) A list of our chapter events has been sent to the San Antonio AGA chapter. This not only earns our chapter points for reaching out to other AGA chapters, but helps us build a relationship with other chapters.

B) The San Antonio AGA chapter has challenged the Austin AGA chapter to fund wreaths for Veteran's headstones this holiday season. Our chapter has accepted the challenge.

XI. **Webmaster update**

A) Eddie Chan will review and advise our chapter on the best software to purchase – Microsoft Expression or Adobe Dreamweaver.

B) The survey and registration should be implemented on the chapter website by the end of the year. The monthly newsletter as well as chapter meeting minutes will also be posted on the chapter website.

XII. **Committee round table discussion**

A) All updates should be e-mailed to the Executive Committee following the meeting.

XIII. **Adjournment**

The meeting was adjourned at 1:00 PM.

Autumn Bellfield

Thursday, September 27, 2012