

**AGA Austin Chapter
Executive Committee Meeting
May 16, 2013 12:13 PM – 1:05 PM**

I. Call to Order

President Paul Morris called the meeting to order at 12:13 PM.

II. Attendance

- Sharita Coyle- by phone
- Eddie Chan
- Patty Aguilera
- Mari Queller
- Paul Morris- by phone
- Adana Barry- by phone

III. Approval of Minutes

There was a motion to approve the April 2013 Executive Committee minutes; it was seconded. There were no objections, and the minutes were approved by all present.

IV. News & Updates

A. June 2013 Executive Team Strategic Planning Meeting and Dinner

Paul received responses from several Executive Committee members that they were planning to attend the June Strategic Planning meeting and dinner at El Corazon Restaurant. Paul planned to pay for the dinner himself; however, a motion was made for the Chapter to pay for the dinner; it was seconded. There were no objections, and it was approved by all present that the Chapter will pay for dinner at the June Executive Team Strategic Planning Meeting.

Due to the number of people (approximately 19) planning to attend the dinner, it was suggested that the menu consist of 2 to 3 dinner items instead of the full menu as previously planned and agreed upon by El Corazon. Patty will check with El Corazon to see if they will agree to an arrangement similar to our prior luncheons there, where only 2 to 3 select dinner items were offered instead of a full menu.

B. 2013-2014 Executive Committee Chair/ Position Updates

All positions have been filled for the 2013-2014 year and Tennyle Walker is the President Elect. There is a change in the Research Committee. April Faulkner will be unable to perform this function due to work related projects and Lorna Schwimmer has asked to fill the Research Committee Chairperson position.

Charmane Horton has volunteered as co-chair of the CPE Events Committee and will be working with Adana on the committee.

C. Website Domain Renewal

Eddie will get with Mari tomorrow to renew our chapter's web domain which is due this month. Eddie will put the budget information on our website.

D. Treasurer's Update:

Nothing new to report at this time. Mari hopes that next year we can get our receivables put in the database. All the receivables have come through. Everyone has paid and is up to date. The Chapter's name has been officially changed with the IRS. Mari will be filing forms with the IRS in July to reflect the Chapter's exempt status.

The LBB has already paid for their employees; but it doesn't show as a credit card payment on the report. It is shown as an overpayment and will be carried forward to next fiscal year.

E. Membership

There was no report on membership provided in Kadie and Aaron's absence.

Suggestions were made for the chapter to do an event in the summer, maybe "AGA in the park," and members do some park clean up.

F. Historian Report

Historian report should mention the improvement the chapter has made to electronic upgrades (i.e. the website) and the work completed with the IRS involving the name change and exempt filing.

G. CGFM Study Guide

Because a current AGA member is studying for the CGFM exam and approximately four to five people have indicated they would like to begin studying for the CGFM exam this summer, a request was made to consider purchasing updated CGFM study materials for the chapter to loan to members on an as needed basis. The only set currently owned by the Austin chapter is approximately 5 years old, currently housed at ERS and will continue to be housed at ERS due to their central location. This set is still being used to loan out to one person at a time. According to the AGA website, the updated guides cost \$85-\$90 per set.

It was suggested that the unused \$300 in the President-Elect budget for this year identified for Executive team t-shirts and member recognition gifts, be utilized to purchase the new updated CGFM study guides. Paul indicated he would follow-up by email with all Executive Team members to get their approval to use the President-Elect funds to purchase the CGFM study guides. Further, it was proposed that the set be rotated when used so that more than one person at a time can study for the exam. Flash cards purchased by a member to use as a study aid for the exam were described as being very useful and will be kept for others to utilize in exam preparation.

Side note regarding future scholarships:

It was brought to the attention of the Executive Team that the winner of last year's \$250 scholarship from the AGA Austin Chapter to purchase study materials for the CGFM exam, used the funds to purchase the materials; however, it is unknown whether the winner sat for the test or not. Therefore, it was recommended that the next time a scholarship is offered, it be processed as a reimbursement in order to ensure the scholarship is utilized as intended.

V. Round Table Discussion

- The Chapter has \$50 set aside to purchase plaques for event hosts and it was suggested that one be purchased for Scholz Garten for hosting our training events. Mari will check with Longhorn Trophy to find out costs and what statement, if any, is on file and was utilized on previous plaques purchased for our hosts. Ensure the name of the restaurant is spelled correctly on the plaque. It was further suggested that once the plaque is obtained, the Executive Team meet for dinner at Scholz and deliver the plaque as a team to Erin.
- A discussion ensued regarding an effort to streamline the Chapter's issuance of CPE's and surveys after each training event. As previously mentioned, Charmane Horton has volunteered as co-chair of the CPE committee. Charmane and Adana will work together, with Adana taking on more of the outreach duties (including luncheon participation and negotiating restaurant services) and with Charmane taking on more of the database administration duties (issuing CPEs and surveys). Training on the use our database and Survey Monkey will be administered on an established date sometime this summer for Executive Team staff involved in this process, including Eddie, Adana, Charmane, Mari and Patty. All Executive Team members present were charged with the task of providing better communication among the Executive Team in an effort to keep everyone on the same page.

VI. Adjournment

Meeting ended at 1:05 PM.