



**June 28, 2014**

**AGA Austin Chapter**

**Executive Committee Strategic Planning Meeting**

- I. The Executive Committee meeting was called to order by Chapter President, Tennyle Walker, at 10:30 AM.
- II. Executive Committee Attendance:
  - Paul Morris
  - Eddie Chan
  - Tennyle Walker
  - Autumn Bellfield
  - Lorna Schwimmer
  - Ben Lyons
  - Ben Carter
- III. Update Contact Information

<b>Name</b>	<b>E-mail</b>	<b>Phone Number</b>
Paul Morris	Paul.Morris@dfps.state.tx.us	(512) 963-1687
Lorna Schwimmer	Lorna.Schwimmer@weaver.com	(512) 565-6465
Ben Lyons	Benjamin.Lyons@ers.state.tx.us	(512) 585-5762
Eddie Chan	Eddie.Chan@ers.state.tx.us	(512) 867-7310
Ben Carter	Ben.Carter@us.gt.com	(512) 791-7174
Tennyle Walker	Tennyle.Walker@us.gt.com	(202) 550-3766
Autumn Bellfield	Autumn.Bellfield@va.gov	(512) 981-4642

- IV. Executive Team Meetings
  - A. Held on the 3<sup>rd</sup> Thursday of each month from 12:00 PM – 1:00 PM at ERS and via conference call
  - B. If you cannot make the meetings, e-mail chair updates before the meeting begins
  - C. [ACTION] Tennyle to send calendar appointments for the entire year
  - D. [ACTION] Priscilla to renew the free conference call number
  - E. [ACTION] Eddie to reserve the ERS conference room for the year
  - F. Although the chapter bylaws requires 10% quorum to vote, this year the executive committee will require a minimum of 7 people to vote.
- V. Monthly Luncheons
  - A. Held on the 2<sup>nd</sup> Thursday of each month
  - B. Location: The Flying Saucer
  - C. Price for Members \$20.00;
  - D. [ACTION] Decide on price for Non-Members - \$25.00 or \$30.00
  - E. Ben Lyons and Paul Morris will communicate with The Flying Saucer.
  - F. Statistics for luncheon participation has been provided by Eddie Chan
  - G. Ideas to increase participation at the monthly luncheons:
    - i. [ACTION] Tennyle to send out a member call list so the executive committee can contact members.

- ii. Recognize members for their 1, 5, 10, 15, etc. anniversary as an AGA member and present certificate at monthly luncheons. [ACTION] Autumn to get with Eddie for a list of members that will celebrate their 1, 5, 10, 15, etc. anniversary this year and provide that list to Paul to print out the certificates.
- VI. Membership
  - A. Quarterly events to promote membership and participation. Incentives include drink tickets, and free luncheon raffle.
  - B. Thursdays are a good day for quarterly events.
  - C. [ACTION] Paul to contact nationals for promotional items.
- VII. Professional Development Conference (PDC)
  - A. In 2016 the Austin Chapter will celebrate its 50<sup>th</sup> Anniversary.
  - B. [ACTION] Paul and Tennyle will ask nationals for permission to hold a PDC in Austin (Jessica Jones).
- VIII. Strategic Plan & Budget
  - A. President-Elect budget \$150.00
  - B. Executive Committee Board Member of the Year award \$50.00
  - C. Member of the Year award \$50.00
  - D. Remove restaurant recognition from the budget
  - E. Secretary budget \$0.00
  - F. Research chair \$0.00
  - G. Newsletter Chair \$0.00
  - H. [ACTION] Tennyle/Paul to send an officer listing to nationals
  - I. Treasurer
    - i. [ACTION] Eddie to ask Michelle to do a free audit
    - ii. [ACTION] Lorna/Eddie to look into websites so luncheon payments can be made online via credit/debit card.
    - iii. [ACTION] Lorna/Paul to get P.O. Box key and signature card transferred.
  - J. Program Education
    - i. Nine luncheon meetings and no audio conferences
    - ii. Let's try to book non-pay speakers before paid speakers
    - iii. Let's book speakers earlier so reminders can be sent out sooner as well as Outlook calendar invites to all AGA members.
    - iv. Luncheon topics/speakers include:
      - 1. A133 – Tennyle has a speaker for this topic
      - 2. Leita Hart-Fanta
      - 3. Comptroller's Office
      - 4. Jerry Hill or Mr. Tracy
      - 5. Tom Tull, investment speaker
  - K. CPE Events
    - i. Estimate 35 attendees for each luncheon, approximate cost \$5,850.00.
  - L. CGFM
    - i. Need someone to chair, incentive: provide scholarship to chair and reimburse for CGFM materials/test with conditions
    - ii. Organize study groups, perhaps an online bulletin board, social media
  - M. Webmaster
    - i. Budget \$100.00
    - ii. [ACTION] Eddie to shop around for products that can automate payments and update the database
  - N. Membership Chair
    - i. Publish and Print costs \$0.00
    - ii. Postage costs \$0.00
    - iii. Quarterly events \$800.00 (\$200.00 x 4 events)
  - O. Early Careers
    - i. Budget \$0.00

- ii. Ben Carter and Lorna to head this position
    - iii. Includes talking at college campuses, job shadowing
    - iv. Eddie works at Austin Community College
  - P. Community Service
    - i. Budget \$100.00
    - ii. PDC Basket \$100.00
  - Q. Historian
    - i. Annual chapter history report to be done by Sharita
    - ii. Find someone to do our Citizen Centric Report, perhaps Dr. Conn's students
- IX. The Executive Committee meeting was adjourned by Chapter President, Tennyle Walker, at 1:00 PM.