



Executive Board Meeting Agenda

August 09, 2024

Virtual Zoom

Board Members			Committee Chairs		
President	Cindy West	Present	Annual Conference	Ryan Lockett	Present
1 st Vice President	Linda Cook	Present	Career Development	Tamara Ellison	Present
2 nd Vice President	Ashlan Troutman-Webb	Absent	Communications	Melanie Chandler	Present
Treasurer	Donna Mcginnis	Present	Government Relations/Strategic Planning	Carlos Encinas	Present
Secretary	Tashana Rivers	Present	Membership	Marlena Joseph	Absent
Director	Amy Bennett	Present	Scholarship/Awards	Ivey Adams	Present
Director	Ramona Bivins	Present	Technical Resources	Kevin Hutcheson	Absent
Past President	Sheryl Bowman	Present	Technical Resources	Jennifer Chamblee	Absent
Director	Jennifer Fricks	Present	Technical Resources	Sue Joe	Present
Director	Susan Van Nus	Present			
Historian	Angie Sorrow	Present			

CALL TO ORDER

President Cindy West called the meeting to order at 2:04 p.m.

APPROVAL OF MINUTES

A motion to approve the minutes for the May 23, 2024, Business Meeting was made by Angie Sorrow and seconded by Donna Mcginnis. **All motions passed unanimously.**

TREASURY REPORT

- The Board and Committee Chairs members were provided with multiple reports. These reports included July 2024 Profit and Loss (P&L), Budget vs Actual Budget Fiscal Year 2024 & July 2024 Balance Sheet Reports. All the bank accounts are reconciled through July 31, 2024. The Treasurer is actively working with Mauldin & Jenkins. A draft Audit report as of October 31, 2023, was sent out to all Board and Committee Chair members. She is working on posting some adjusting and Reclass journal entries to address the negative balances. The final report will be complete within the next few days of this meeting. Donna McGinnis will finalize the audit report with Lew Henry and Grace Hoffman at Mauldin & Jenkins. The audit consists of comparing FY2022 & FY2023 actuals. The report shows revenue growth by category, net assets, and investment activities during FY2022 & FY2023. They are working with the budget as of FY2023. Due to profits in the prior years, the board decided not to raise membership fees. Instead, the board increased spending to benefit the members, such as providing more meals and entertainment during the annual conferences.



Linda Cook questioned the \$45,000 bad debt expense shown on the Statement of Functional Expenses on the draft audit report. Angie Sorrow seconded the question. Donna McGinnis replied there are past Accounts Receivable transactions, such as sponsorships and financial commitments never received dating back to FY2011 in QuickBooks. This expense reflects a 14-year clean-up on such activities.

President Cindy West would like to have a short meeting during mid-September to go over the financials and review the final audit.

Linda Cooked questioned the negative revenue balances on the Profit & Loss report. Donna McGinnis restated "She is in the process of reclassing the negative balances along with completing the audit. It will be reflected in September.

A motion to approve the Treasury report was made by Linda Cook and seconded by Angie Sorrow. **All motions passed unanimously.**

NEW BUSINESS:

- **Amend Conference Budget-** President Cindy West requested to amend the \$20,000 for the use of the conference.
A motion to approve removing the use of \$20,000 for use of the conference was made by Donna McGinnis and seconded by Sheryl Bowman. **The motion passed unanimously.**
- **Website Issues-** President Cindy West provided an update for Kevin Hutcheson and Jennifer Chamblee. They are currently working on a situation with Donna McGinnis as well as updating the Officers & Committee Chair members on the website. Sue Joe stated the Officers & Committee Chair information are not being displayed correctly on the website. She tried to resolve the issue using the guidance provided by the website management team, but it is still unresolved. There are numerous password and login issues being reported to the website team. This issue is still unresolved. She is requesting assistance from the Technical Resource team to act as a liaison between the website management team and herself to facilitate communication. Sue Joe has submitted multiple requests for support to the website management team but was unsuccessful. The management team supplied a written guideline for assistance. However, the guideline is outdated. She has reported this issue back to the website management team. They have not responded to additional requests. Sue Joe has reached out to Kevin Hutcheson. She has not received a response.

Susan Van Nus added a coworker needed to submit a detailed online request and the character field was restricted to 500 words. She requested that the character field be expanded.



President Cindy West asked former President Sheryl Bowman if the website was changed during her term. Former President Sheryl Bowan confirmed the change. She mentioned Angie Sorrow started Star Chapter. It was switched sometime last year. President Cindy West asked for any contacts to assist Sue Joe with these issues. Former President Sheryl Bowman shared the contact started with the sales representative and afterward GO-Live all support was handled directly on the website. Former President Sheryl Bowman asked Sue Joe if she was reaching out through the website. Sue Joe confirmed she is reaching out through the website. She has also spoken with an agent. However, it was still unresolved after following the representatives' instructions. Former President Sheryl Bowman stated she would research her email to provide additional contact support. She will get with Sue Joe sometime next week on the matter.

- **Data Protection-** Sue Joe discussed the policies and procedures regarding protecting membership data. After reviewing the document on the website, she found the current language is outdated for member data protection. There is language regarding STRIPE.com which is also outdated. She recommends considering editing the provisions to safeguard the members data protection and to revisit the outdated language. President Cindy West stated to add this to the current policies and procedures. She asked Sue Joe to update the policies and procedures for board review to be adopted during the next board meeting.

COMMITTEE REPORTS: .

- **Annual Conference** – Ryan Lockett reported the conference is progressing well. We are two months out. Everything is coming together. He held a few meetings with Carl Vinson to ensure everything was going according to plan. Ryan is working with speakers to get their presentations submitted. Registration opened on July 16, 2024. There are 210 attendees registered, 41 exhibitors, and 35 sponsors. We have collected \$125,000 in sponsorship revenue. He is preparing for another set of meetings related to the conference. The events committee will be meeting next week to discuss the readiness of the different social events. There are a couple of quotes awaiting a contact next week regarding the Tuesday night casino event.

Ryan mentioned the board approved the use of constant contact in the spring. It has been a big help. The initial contract term for Constant Contact is ending. Ryan requested the support from the board to continue this service. The cost is between \$40 & \$50 per month. President Cindy West needed confirmation on whether this required a vote or if it just ended when the conference is over. Donna McGinnis recalled working with Ryan on this contract. She stated her support for extending the contract. However, she does not remember any prior contract agreements. Linda Cook stated does not know of voting on any prior contracts relating to events and this may fall within those parameters. President Cindy West mentioned the board agreed to the continued use of Constant Contact.



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- **Career Development** – Tamara Ellison reported planning to start career development start back up within the next two months. She is working to engage the DeKalb County IT Department to speak to cyber security. The team reached out earlier during the week to follow up and is awaiting a response. Tamara has been in contact with Francis Cavanaugh. Francis asked about loading applications to the website. Tamara requested a contact person for this matter. She only has experience loading applications for scholarships. President Cindy West asked Sue Joe to work with Tamara on this issue. Sue Joe asked Tamara to reach out to her directly for support. Present
 - **Communications** – Melanie Chandler reported meeting with President Cindy West and Tracy Arnold to discuss communications. Melanie is experiencing major challenges with getting content for the newsletter. She has exhausted all avenues. Melanie has reached out to the sponsors, other state agencies, and large audit firms. They all expressed interest in providing content but did not follow through. The meeting was to discuss changing the regular communication format. They liked the idea of simplifying the newsletter and limiting the frequency of the output to monthly or bi-monthly. The idea is to have a theme and use three to four useful links to cite other people's resourceful information to the members. The theme examples are debt, cyber security, internal control, GASB, audit, and legislation updates. Each month will be related to one of these themes. Six months a year, we send out "News You Can Use". They discussed asking the presenters to submit an article based on their video content. Melanie asked for permission to make this change.

President Cindy West agreed to the communication challenges from prior experience. She asked if anyone had any thoughts or concerns about trying something new with the newsletter communication.

Linda Cook likes the idea with using the links and feels it will work very well. Angie Sorrow agreed to try something new and change the format. Linda Cook mentioned having an Excel format to assist with the newsletter format. President Cindy West replied that an Excel format was used in prior years. However, it was unsuccessful. Angie Sorrow stated she has someone to supply the Excel format. Melanie Chandler accepted the support.

- **Government Relations/Strategic Planning** – Carlos Encinas reported the legislation will not be in session again until January 2025. Therefore, no legislation updates. He opened the floor regarding any legislation issues or concerns. He mentioned a coworker has an issue regarding holding virtual meetings for a TAD. There are limited exceptions to holding open meetings virtually as opposed to in-person. Carlos asked if anyone had contacts with any of the sister organizations such as ACCG regarding the possibility of expanding these exceptions to in-person meetings under the Open Meetings Act for boards and committees of local government. Carlos knows the ACCG is reviewing and considering advocating for providing commissioners with more teleconference operations. He does not know the details. He reaches out to ACCG to inquire about any legislation issues they have. If we have any issues, we can use them as resourceful tools for assistance. Carlos asked for feedback on this matter via email or telephone. Present



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- **Membership-** Marlena Joseph has no update to report. Absent
 - **Scholarship/Awards-** Ivy Adam reported the deadline was extended for some of the scholarships. They have received more applications since the extension. Ivy received an email from Francis Cassavaugh on behalf of the Carl Vinson Institute for Government inquiring about the scholarship winners. The Introductory to Accounting course is starting next week. She was informed that we had not decided on a winner. Ivy is unsure of the upcoming course deadlines. Angie Sorrow is reviewing the scholarship applicant for the Carl Vinson Institute for Government Level I program. We currently only have one application for Level I. There are no applications for the Level II program. We have 1 Public Financial Leadership Academy (PFLA), 4 Carl Vinson Institute for Government Level I, 4 Jim Pehrson, and 0 Carl Vinson Institute for Government Level II applications. Present
- Technical Resources-** Kevin Hutcheson is working on a couple of issues presented by members. Absent

OFFICER AND DIRECTOR DISCUSSION:

President- Cindy West. Nothing to report.

1st Vice-President- Linda Cook. Nothing to report.

2nd Vice-President- Ashlan Troutman Webb Absent. Nothing to report.

Treasurer- Donna McGinnis will send the final audit report with adjustments once completed. According to the letter from Mauldin and Jenkins everything was found in good order according to the tone of the letter.

Secretary- Tashana Rivers. Nothing to report

Historian- Angie Sorrow. Nothing to report.

Past President- Shery Bowman. Nothing to report.

Director- Amy Bennett. Nothing to report.

Director- Susan Van Nus inquired about the timing of assembling conference bags with Ryan Lockett. Ryan responded sometime early Sunday morning. She remembered assembling them on Saturdays in prior years. Last year, we were unable to obtain building access. Ryan will check on the availability of early access.

Director- Jennifer Fricks. Nothing to report.



Director- Ramona Bivins. Nothing to report

ADJOURNMENT

Cindy West adjourned the meeting at 2:48 p.m. Motion was made by Angie Sorrow and seconded by Susan Van Nus.