



MONTGOMERY/PRINCE GEORGES COUNTY CHAPTER

Executive Committee FY 2009-2010 Meeting Minutes

January 12, 2010

Ambrosia Grille

Present: Angela Walters – President
Yehuda Schmidt – Past President
Alex Dickey – Co-Treasurer
Carla Flores – Assistant Secretary
Troy Hailey – Community Services
Tolu Shoyemi – Early Careers
Christine Tritsch – Early Careers
Hector Maysonet – Education
Scott Turnbull – Membership
Dawn Beatty – Program
Scott Binder – Sponsorship
Eric Rasmussen – Sponsorship
Corinne Dougherty – Webmaster
Stuart Sklamm – Special Projects
Doreen Shute – Special Projects
Flora Milans – Capital Region, Vice-President Elect
Mia Leswing – Capital Region, Certification

The meeting was called to order at 6:10pm.

FY2009-10 Financials

Angela Walters presented FY2009-10 Financials as of December 2009.

- The Financials do not include the total actual expense from the Winter Workshop since the final invoice has not come in yet.
- As it relates to sponsorships, there's a question about the line budget item for 2009-2010. It appears that the amount has not been adjusted. The Chapter has one more sponsor this year (Kearney & Co.) and sponsors that upgraded from last year (E&Y and Clifton & Gunderson).
- Starting in January, the new dinner meetings fee includes the reduced fee for government employees.

Alex Dickey discussed the status of the online credit card charges. The test website is up and running and testing of transactions should begin the week of the 18th.

Angela will follow-up with Andrew with regards to the audit report for the FY2007-09 and FY2008-09 books, which were expected back in November 2009.

Corporate Sponsorship

Scott Binder and Eric Rasmussen inquired about the networking event some sponsors have been asking for. It appears that the budget for the networking event is included in the Early Careers budget, but there's a concern that we're limiting the event to college students or recent graduates. Scott and Eric have been



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considering ideas for working with sponsors outside of the previous year program. Some of the ideas being considered by the Board include:

- Networking event – planned outside of the dinner meetings schedules so that we don't limit the event only to members, college students or recent graduates.
- Sponsoring a dinner meeting – using a sponsor's name for each dinner meeting. The amount of dinners for each sponsor would be based on their sponsorship level.

Doreen Shute expressed her concerns that we are changing the sponsorship program mid-year, when all sponsors have come on board based on last year's program. Although there is always room for improvement, the Board has to be conscientious about not executing the activities that were included in the sponsorship program.

For this year, Scott and Eric will work with Early Careers to schedule a networking event. In addition, Scott and Eric will contact the sponsors to inquire what can we do better, what did the sponsor expect this year, and what would they like to see in future years.

Program

Dawn Beatty mentioned that other than the April dinner meeting, all other monthly meeting speakers have been scheduled. Carla Flores will follow-up with the speaker for the April meeting.

Community Services Plan

Troy Hailey is coordinating the Habitat for Humanity event in New Orleans, as well as a breast cancer walk in DC. Angela asked that we make sure we got the matching contribution from National for the December event.

Early Career

Christine Tritsch mentioned that all tickets for the Wizards game at the end of January were sold. Because of the success of this event, it is expected that we will continue to coordinate similar events for Early Careers.

Christine is working with the Northern Virginia Chapter to coordinate the next joint Early Careers event.

Education

Hector Maysonet presented the actual revenues and estimated costs for the winter workshop. Although the final invoice for facilities and food has not come in yet, based on the actual revenue from the event we are expecting to break-even.

The spring workshop will be scheduled for half a day (4 hours). Hector and Carol Boothe are reviewing the evaluation/comments sheets from the winter workshop to see if there are any potential topics for the spring workshop. Yehuda Schmidt mentioned that we could also include an ARRA ("A year later") topic.

The spring workshop will be held at the NIH facilities, and the room should be scheduled for at least 55-65. When developing the cost/revenue estimates, Hector and Carol need to consider that NIH employees get a reduced fee.

Membership

Scott Turnbull mentioned that there are —

- 353 total active members



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- 46 new members
- 30 reinstated members
- 53 actual members in the suspense report

Scott will contact National to see how we can cleanup the data for members on the suspense report that we have contacted and they have decided not to renew their membership.

Scott also mentioned that there is \$500 in the budget for the internship program. Interns in a management program get the first dinner meeting for free. The Meetings director should have the list of new members at the table to check for who's entitled to a free dinner meeting. Scott will provide the list to Jimmy Hauer.

Webmaster

Alex Dickey had previously discussed that the test website for the online credit card charges was up and running, and that testing of transactions should begin the week of the 18th. Corinne Dougherty will go back to the programmer and figure out how price changes will be handled for online payments (e.g., \$15 for government employees vs. \$30 non-government employees). The Board would also like to charge for winter and spring workshops online once the structure is setup, so this would also need to be included in the discussion with the programmer.

Alex Dickey mentioned that are issues with our merchant account and we should consider minimizing “point of service” charges. The Board’s recommends the following

- Credit card – online
- Cash or check – at the door

Corinne also encouraged Board members to become fans of the Montgomery/PG Chapter Facebook page and spread the word.

CGFM

Doreen will look into starting a study group with members interested in obtaining the CGFM certification.

Historian

Stuart Sklamm is the Chapter’s Historian. Mia Leswing mentioned that National has a storage facility which has an archive of prior year’s Chapters’ information. It may be a good idea to coordinate a visit to the National’s storage facility.

Stu is starting a new mentorship program with the purpose of recruiting and retaining members. Stu plans to start the mentoring program with the Board members.

The meeting was adjourned at 7:55pm

Next Board meeting: Tuesday, February 9th @ 12:00n (Conference Call)