

**AGA New York Capital Chapter
2008 - 2009 Executive Committee Meeting
Minutes from February 3, 2009 Meeting, 8:00 am – 9:30 am
Department of Transportation, 50 Wolf Road, Room 1N02, Albany, New York**

ATTENDED:

Officers Attending:			
A. Zibella	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Marsh	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Gee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Cox	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T. Melendez	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Rancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Directors			
M. Abbott	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Almonte	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Dowd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Hadley	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M. Junco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action Items

	Action Item	Responsible Person	Status/ Due Date
1	Draft policy on equipment (laptop) use	Kirk S.	4/7/09
2	Send current policies and procedures to the vice presidents	Brian G.	4/7/09
3	Draft letter to the Ethics Commission	Amanda Z.	4/7/09
4	Contact Ann M. if you are interested in participating on the 2009-2010 CEC	CEC	2/28/09
5	Work with Thalia Melendez to develop an article on CGFM for Constant Contact	Shelly T.	3/10/09
6	Follow-up with the Comfort Inn? regarding the \$80 refund from the Fall Membership Event	Danielle R.	2/3/09
7	Submit a newsletter article on membership to Roger Mazula	Danielle R.	3/10/09
8	Arrange a meeting with OSC management to discuss the Advantage Program for the upcoming year	Amanda Z.	2/20/09
9	Invest the Chapter's reserve funds in CD's/savings, as previously approved by the CEC	Scott R.	2/3/09
10	Generate invoices for the other chapters involved in the Fraud conference, Holiday Luncheon and Certification Panel event	Scott R.	2/28/09
11	Coordinate press release for Brian Stratton's AGA National Award	Ray H.	2/28/09
12	Send e-mail addresses for certification panel presenters to Kirk Schanzenbach and Scott Ray	Thalia M.	2/6/09
13	Send information for the next Constant Contact meeting to Shelly	CEC	2/17/09
14	Let Amanda know by COB Thursday February 12 th if you are interested in attending the National Leadership	CEC	2/12/09

	Conference.		
15	Contact web designer to inquire about a TCTC webpage	Brian G.	2/6/09
16	If you are interested in passing out valentines to vets, contact Nicole Van Hoesen	CEC	2/11/09
17	If you are able to help out with the March flower sale or know someone who would, contact Nicole Van Hoesen	CEC	2/27/09
18	Send Roger Mazula and Ray Harris Valentine for Vet description and contact information	Nicole V.	2/6/09
19	Send Roger information on the OMRDD band 'Flame'	Jim C./ Brian G.	2/13/09
20	Send information on the Shiners' community service event to Shelly Taleporos, Roger Mazula and Ray Harris	Nicole V./Ann M.	2/13/09
21	If anyone is interested in collecting can tabs within their agency, contact Nicole Van Hoesen (for what?)	CEC	2/27/09
22	Send Ann Marsh information regarding the diabetes walk	Shelly T.	2/13/09

Decisions Made

1	Motion: Accept Agenda Motion by: D. Hadley, Second by: T. Melendez, passed unanimously
2.	Motion: Accept the January 6, 2009 Minutes as amended Motion by: Dwight Hadley, Second by: S. Taleporos, passed unanimously
3.	Motion: Adjourn Motion by: S. Ray, Second by: L. Zinzow, passed unanimously

Other Meeting Notes:

Various Items

- The current copy of the newsletter is posted on the chapter website.
- A Constant Contact e-mail was sent out this past week Another Constant Contact e-mail will be sent by February 19th. Send any information to be posted to Shelly.
- An additional luncheon with a speaker is being scheduled for April 2, 2009 at Jack's in downtown Albany. The luncheon will consist of a 30 minute movie called I.O.U.S.A. regarding the Federal debt, followed by a speaker (Hugh Johnson, national economist has been contacted). Some details are still being organized.
- National is providing three free memberships for professors in the community. A list of area professors has been assembled and a letter will be sent to them in the near future. The chapter will also consider providing discounts to chapter events for the faculty and students.

National Leadership Conference

This year's National Leadership Conference will be held on February 19th and 20th in Washington D.C. National has provided a registration scholarship in lieu of the normal hotel scholarship. The attendee will have to pay for the travel and accommodations themselves or see if their agency will cover the remaining costs. Both Ann and Amanda are unable to attend. Amanda will be asking the incoming VP of Education if they are able to attend. If the individual is also unable to attend, the registration will be offered to whole CEC.

TCTC

The Conference program has been distributed and registration is open. So far there are 36 registrants accounting for 32 FTE's. Our break even for this year is 279 FTE's. The committee is meeting Friday, February 6, 2009. It was suggested the committee discuss redefining/rewording the registration definition of an FTE split on the conference brochure next year.

Awards

Amanda sent a broadcast announcement requesting nominations for the Chapter's Outstanding Achievements in Government Accountability Award to local government officials. It was suggested we send a similar e-mail to State fiscal officers and internal auditors asking for nominations as well. The due date to submit the nomination is February 20, 2009. This date will be extended until March 16, 2009 if necessary (subsequently changed to March 27).

Website Update

A colleague of Brian Gee will be taking over the Chapter Website update. He is expecting to have most of the site up and running three weeks from now. Brian will be involving Laura Brown to discuss some of the website details.

Roger inquired about the same gentleman creating a TCTC web page linked to for registrations. This is something TCTC would be asked to pay for.

Community Service

Nicole Van Hoesen provided an update on the Community Service Operating Plan.

There are a number of upcoming community service events, including:

- Valentines to Vets – Volunteers are needed to help pass out the valentines.
- March Flower Sale will be held March 10th.
- Bowl for Kids will be held March 22, 2009 at 2:00pm. There are two lanes reserved for a total of 10 participants. We are expected to raise \$300 for every 3-4 people who participate.
- Ronald McDonald house will be held on March 27th.
- VITA is ongoing through tax season.
- Thinking of you cards for soldiers – Hospitals in Maryland and D.C. are asking for cards to send to soldiers. This will be an ongoing service.
- Possible Shiners collection – This community service entails collecting can tabs the shiners will donate to childrens' hospitals. If anyone is interested in collecting within their agency, contact Nicole Van Hoesen.

St. Rose has contacted Ann to possibly do a joint community service event with special needs children. There are about 30 kids who would be helping. Our scheduled service events would not fit well with what they are looking for. Shelly suggested we tell them about the diabetes walk in the Fall. Volunteers are always needed to hand out bags of refreshments to runners as they finish the race.

Marketing

Ray Harris provided an update on the Marketing Operating Plan:

- The committee has created a brochure for the CGFM.
- External websites have been identified to post announcements. The TCTC info was sent to Channels 10 and 13 to be posted on their websites.

- We have strong corporate sponsors, including KPMG and BST.
- The committee has been promoting our events heavily this year; however, due to the poor economy, attendance at our events is lower than past years.

Miscellaneous

- Jim Cox suggested the TCTC group look into using a band called FLAME. They are a group of disabled people associated with OMRDD. It might be an idea to ask them to perform at a TCTC lunch or the reception. Roger will discuss it at the TCTC meeting on Friday.