

**AGA New York Capital Chapter**  
**2008 - 2009 Executive Committee Meeting**  
 Minutes from May 14, 2009 Meeting, 3:30 pm – 5:00 pm  
 Location: Century House, 997 New Loudon Rd., Latham, NY

**ATTENDED:**

| <b>Officers Attending:</b> |                                     |                          |                          |
|----------------------------|-------------------------------------|--------------------------|--------------------------|
| A. Zibella                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A. Marsh                   | <input checked="" type="checkbox"/> | <input 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 type="checkbox"/> | <input type="checkbox"/> |
| D. Rancy                   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |

| <b>Directors</b> |                                     |                          |                          |
|------------------|-------------------------------------|--------------------------|--------------------------|
| M. Abbott        | <input checked="" type="checkbox"/> | <input 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 type="checkbox"/> | <input type="checkbox"/> |
| M. Junco         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Action Items

|   | <b>Action Item</b>   | <b>Responsible Person</b> | <b>Status/<br/>Due Date</b> |
|---|--|---------------------------|-----------------------------|
| 1 | Draft policy on equipment (laptop) use   | Kirk S.                   | August                      |
| 2 | Contact John Traylor to inquire about his wife having potential interest in the free e-membership for professors | Kirk S.                   | 5/22/09                     |
| 3 | Update membership survey with edits discussed (see below)  | Ann M.                    | 5/22/09                     |
| 4 | Contact Ann if there are any additional edits to the membership survey   | CEC                       | 5/20/09                     |
| 5 | If you are able to contact individuals on the retention list contact Amanda Z.                                   | CEC                       | 5/20/09                     |

### Decisions Made

|    |  |
|----|--|
| 1  | Motion: Accept Agenda<br>Motion by: S. Ray, Second by J. Cox, passed unanimously   |
| 2. | Motion: Accept the April 7, 2009 Minutes<br>Motion by: R. Mazula, Second by: M. Junco, passed unanimously  |
| 3. | Motion: Authorize establishment of a private sector advisory committee (PSAC).<br>Motion by: K. Schanzenbach, Second by: J. Cox, passed unanimously  |
| 3. | Motion: To accept option one going forward in relation to the ethics opinion (see below).<br>Motion by: M. Junco, Second by: J. Cox, 1 abstained, motion passed                              |
| 3. | Motion: To spend \$3,800 on the PDC. This includes paying for Ann M's travel costs and half of Mike A's travel costs.<br>Motion by: J. Cox, Second by: R. Harris, 1 abstained, motion passed |
| 4. | Motion: To accept the Attendance policy with edits<br>Motion by: M. Junco, Second by: J. Cox passed unanimously  |
| 5. | Motion: Adjourn<br>Motion by: J. Cox, Second by: B. Gee passed unanimously   |

**Other Meeting Notes:**

## Miscellaneous-

- Member Items
  - Congratulations to Marcella Junco on the birth of her new son Max David.
  - Congratulations to Karla (Schumaker) Ravida on her recent marriage.
- Wednesday, May 20, 2009 is the financial planning seminar that will be held at Jack's in downtown Albany. The price of the seminar has been reduced. Flyers are available. The CEC was asked to encourage colleagues to attend.
- The Professional Development Conference (PDC) community service auction item – Amanda asked for ideas to send for this year's auction item. There were two recommendations: Woodstock items or Adirondack items such as trail guides and picnic basket.
- National award winners were announced. The following members will be recognized at the 58<sup>th</sup> Annual Professional Development Conference in New Orleans, LA at the end of June.
  - Chapter Education Award– Jim Cox, CGFM
  - Chapter Community Service Award– Nicole Van Hoesen
  - Chapter Newsletter – Roger Mazula, CGFM
  - Chapter Service Award – Jim Cox, CGFM
- On June 10, 2009, the Annual Appreciation luncheon will be held at Wolfert's Roost in Albany. Certificates and awards will be presented, including a new "Emerging Leaders Award."
- The Chapter Recognition Program will end on May 31<sup>st</sup> for this program year. This will be the final quarter. The chapter is currently at about 65,000 points.
- Governance survey – Jim C. will be working with Ann M. to send the survey out.
- SDBC is working to start the policy and procedures review with the current Vice Presidents as well as the incoming VP's. These revisions will be due at the end of June.

## Ethics

- Amanda Z. sent a letter to the Commission of Public Integrity with the explanations of the relationships and job functions of the board and the private firm representatives to obtain a favorable Ethics ruling.
- Amanda Z. met with Suzanne Dugan and Kathleen O'Brien from OSC to discuss a second letter from them in support of the chapter's letter as well as potentially surveying other ethics officers from other agencies.
- The CEC members present discussed the options the chapter has as we move as follows:

- Option 1 – The board composition would remain the same.
- Option 2 – To have the private members of the CEC moved to an advisory position.
- Option 3 – To have the private members of the CEC moved off of the board and a change of the by-laws would be required.

Discussion took place:

- Option 1 - some individuals will not be able to accept reimbursement for travel but will be able to accept registration scholarships.

This primarily affects those in line, according to the chapter policy, to attend the PDC. The chapter received 2 registration scholarships and has \$2,700 budgeted for the PDC.

- As the incoming president, Ann Marsh will be attending, accepting a registration scholarship. The chapter will be paying for her travel. The ethics officer at her agency does not see an issue.
- As the VP of Education, Mike Abbott will be attending, accepting a registration scholarship. Mike's agency will be paying for 50% (\$600) of the estimated travel costs (\$1,200).
- The national award winners would be next (listed above). Jim Cox will be attending since his employer will be paying for the full cost of his attendance.
- This leaves three award winners as well as the current President who work at an agency which may not pay for their attendance and who would not be able to accept chapter funds.
- The next person in line to attend is the President-Elect, Shelly T.

Since all PDC funds from the prior year were not spent the overall budget for the PDC is greater than budgeted.

A motion was made to increase the amount in the PDC budget to \$3,800. It was also proposed to potentially pay for one person to go to the PDC.

- Option 2 - Concerns were discussed with excluding private members from any level of participation as an officer or on the board.

Overall, as a chapter, we would like to have more involvement from the private sector. A motion was made to establish a private sector advisory committee (PSAC), regardless of what Option is accepted. The motion was passed.

- Option 3 was not discussed; all present agreed this option is not favored.

## Attendance Policy –

Proposed edits to the attendance policy include broadening the language to take into consideration special circumstances. The new policy provides benefit to the registrar position, such as adding the attendance of the registrar when working the event table.

If the registrar is not working at the event, they are not entitled to the free attendance.

A motion was made to accept the Attendance policy with edits. The motion passed unanimously.

## Membership –

- Survey - As mentioned above, the membership survey is being updated and will be sent out to the entire membership.
- There will be a raffle at the June Luncheon for those who have submitted a completed survey.
- Suggested edits to survey:
  - Define TCTC and Fraud conference in Q6 and Q7 for further clarification.
  - Insert dropdown of events or add examples to end of question with examples such as the audio conference, financial management course.
  - Add another question asking why the class/event was the most valuable.
  - Q 10 change to: Do you read the newsletter?
  - Change question on constant contact – Do you find constant contact sufficient to keep informed of chapter events? How often would you like to receive the e-mail?
  - Q 15 If you are not a CGFM, are you interested in becoming one?

## Member Retention Campaign –

Ann M. spoke with Sigrid Coons (incoming VP membership) and the membership committee who have looked over the list of members who have not yet paid their membership for this next year.

E-mails have been sent out to some of the individuals. If anyone knows people listed and can contact them, please let Ann M. know.

As a whole the chapter had to do a better job of reviewing this list earlier. May 31<sup>st</sup> is the cut off for any chance to be entered in a chance to win a free registration based on the % retained off the list.