

**AGA New York Capital Chapter
2009 - 2010 Executive Committee Meeting
Minutes for January 12, 2010 Meeting, 3:30 pm – 5:00 pm
Location: NYS Department of Labor, Albany, NY**

ATTENDEES:

Officers Attending:			
A. Marsh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Zibella	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Taleporos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Schanzenbach	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
T. Melendez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Coons	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Directors Attending:			
S. Ray	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Almonte	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Franklin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Hancox	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M. Junco	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Others In Attendance:

Action Items			
	Completed Action Items	Responsible Person	Status/ Due Date
1.	Grant Rick Sturm access to checking account.	Scott Ray	Done
2.	Develop a cost analysis promotional paper.	Marcella Junco/Ray Harris	Done
3.	Post cancellation and no show policy on the web.	Laura Brown	Done
4.	Include cancellation and no show policy on all event flyers.	All	Done
	Outstanding Action Items	Responsible Person	Status/ Due Date
1.	Put CGFM book loan policy on the website. (Ann Marsh suggested verifying the wording)	Thalia Melendez/Laura Brown	2/09/2010
2.	Member centric report & strategic plan updates.	Ray Harris/Roger Mazula and Strategic Planning Group	On-going
3.	Mike Morrell has all information and is working on reviewing the chapter's June 30, 2009 financial statements.	Brian Gee	02/09/2010
4.	Develop policy regarding speakers not receiving payment that want to attend other parts of event. (Policy has been drafted, would like CEC input and for this to be added to the agenda)	Ray Harris/Brian Gee	02/09/2010
5.	Follow-up with NYS Dept. of Labor regarding outstanding invoices for AGA memberships.	Shelly Taleporos	02/09/2010
6.	Look at developing method to follow-up with members who have not renewed their membership.	All	On-going
7.	Follow-up on AGA "Accountability Outreach Chair" position. (Lynn Canton has relocated)	Ray Harris	2/09/2010
8.	Develop Awards page and FAQ pages for website.	Laura Brown	2/09/2010
9.	Regarding Advantage Renewal—follow-up on the invoicing side of the process.	Sigrid Coons	2/09/2010

10.	VPs are to submit awards nominations to Brian Gee.	Brian Gee	3/16/2010
11.	Prepare summary of attendees at each of the audio conferences.	Mike Abbott	2/09/2010
12.	CEC members are asked to submit any suggestions/comments about Audit procedures.	Rick Sturm	2/09/2010

Decisions Made

1.	Motion: To accept agenda with adjustments. Motion by: Passed unanimously
2.	Motion: To accept November 12, 2009 CEC minutes. Motion by: Passed unanimously
3.	Motion: To adjourn. Motion by: Passed unanimously

Discussions Held

1.	<p>Review of Action Items</p> <ul style="list-style-type: none"> • Rick Sturm was granted access to the checking account. • Ann suggested rewording the CGFM book loan policy. Action Item? • Mike Morrell will be performing a review for the chapter fiscal year ended June 30, 2009. He has been given all information. Due to unexpected family matters, Mike has been delayed in completing the review. • The policy regarding speakers' not receiving payment that would like to attend other parts of the event has been drafted. Ray Harris and Brian Gee would like input on the policy and would like this added to the next agenda. • The cost analysis promotional paper to illustrate value to members to be put in newsletter. • The cancellation and no show policy have been added to the website and to event brochures. • Follow-up with NYS Dept. of Labor regarding outstanding invoices continues.
2.	<p>Updates to Website</p> <ul style="list-style-type: none"> • VP's were asked to review their pages on the website to keep them up-to-date. If there are changes to be made, forward information to Ann/Ray/Laura for review. • Add Awards page on the website. Link to National AGA website. List awards members receive. • Laura Brown spoke about adding a page for Past Presidents and FAQs.
3.	<p>Membership Update and Initiatives</p> <ul style="list-style-type: none"> • As of today, we have 311 members. Ten new or renewed members. • There are 66 suspended members in 2009 and 78 suspended members in 2008. • OSC and SED are holding pizza parties to make people aware of the AGA and its benefits in an effort to encourage workers to join the association.
4.	<p>Awards</p> <ul style="list-style-type: none"> • Need help from CEC to come up with candidates for the various awards. • There are two types of awards: Chapter awards and National awards. • Chapter awards are due to Brian Gee by 3/16/2010 and to National by 4/16/2010. • National awards cover the public and private sectors. The CEC was asked to suggest candidates for these awards. • Brian Gee to be sending an e-mail out shortly asking for nominations.
5.	<p>Audit Committee Procedures</p> <ul style="list-style-type: none"> • Rick Sturm conducted an "audit" of several Chapter transactions. Several process

	<p>improvements were identified: transactions need to receive proper approval, need to make an effort to provide more/better documentation for vouchers/invoices presented and a pre-approval process should be considered since the association has some expenses that occurred between two fiscal years.</p> <ul style="list-style-type: none"> • CEC members should give comments/suggestions on audit procedures to Rick Sturm.
6.	<p>Education & Programs Update</p> <ul style="list-style-type: none"> • February 4, 2010—Professional Certification Information Seminar. • February 10, 2010 – National Audio Conference at OSC and DOT • February 11, 2010—New Rules for CPAs. NYS Society of CPA attendees can attend at the member rate. • TCTC Update—the brochure is almost ready. There is a problem with the TCTC website displaying, this is being worked on. • Feedback from the Fraud Conference was positive. Most of the ratings were 4's or 5's. • A summary of attendees at each of the audio conferences should be made.
7.	<p>Certification</p> <ul style="list-style-type: none"> • CGFM Course 2 is being held January 19 and 26, 2010. The books should be here Thursday. • The CGFM proclamation letter to the Governor's Office is all set.
8.	<p>Chapter Treasurer's Update</p> <ul style="list-style-type: none"> • The Chapter is doing better than last year. Through November 2009, we have a net income of \$1,840. There are still quite a few receivables outstanding.
9.	<p>Nominations</p> <ul style="list-style-type: none"> • Shelly Taleporos is working on next year's slate. Let Shelly know if there is any position that you are interested in.
10.	<p>Wrap Up</p> <ul style="list-style-type: none"> • The Flower Drive is going on now.
	<p>Next Meeting: February 9, 2010 at NYS Dept. of Labor 3:30 pm-5:00 pm</p>