

AGA New York Capital Chapter
2009 - 2010 Executive Committee Meeting
Minutes for March 9, 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 checked="" type="checkbox"/>	<input type="checkbox"/>
S. Coons	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Others In Attendance:

Action Items			
	Completed Action Items	Responsible Person	Status/ Due Date
1.	Develop policy regarding speakers' not receiving payment that want to attend other sessions. Policy written, approved with modification changing honorarium to monetary compensation and posted to the website.	Ray Harris	Done
2.	Follow-up with NYS Dept. of Labor regarding outstanding invoices for AGA memberships. –Resolved--	Shelly Taleporos	03/09/2010
3.	Provide feedback on proposed CGFM book loan policy for posting on the website.	CEC	4/13/2010
4.	Give the Strategic Direction and Bylaw Committee draft of specific proposal to allowing free membership for participation at certain events.	Ray Harris	04/13/2010
5.	Provide the Strategic Direction and Bylaws Committee ideas on how best to use Chapter resources to benefit members.	CEC	On-going
	Outstanding Action Items	Responsible Person	Status/ Due Date
1.	Distribute to CEC Chapter's Reviewed Financial Statements for the year ended June 30, 2009 once complete. Mike Morrell has all information.	Ann Marsh	Done
2.	Look at developing method to follow-up with members who have not renewed their membership.	CEC	On-going
3.	Follow-up on AGA "Accountability Outreach Chair" position.	Ray Harris	On-going
4.	Develop Awards page and FAQ pages for website.	Laura Brown	04/13/2010
5.	Regarding Advantage Renewal—follow-up on the invoicing side of the process.	Sigrid Coons/Amanda Zibella	04/13/2010
6.	VPs are to submit National award nominations to Brian Gee asap.	Brian Gee	03/16/2010
7.	Prepare summary of attendees at each of the audio conferences.	Mike Abbott	04/13/2010
8.	CEC members are asked to submit any suggestions/comments about Audit procedures.	Kirk Schanzenbach/	04/13/2010

	Document is to be reviewed and edited.	Dave Hancox	
9.	Contact DOT (Linda Zinzow), Tax and Finance (Dave Hancox), and OMIG (Laura Brown) about holding AGA information sessions at each agency.	Linda Zinzow Dave Hancox Laura Brown	4/13/10
10.	Find someone interested in becoming Constant Contact/E-mail Coordinator next year.	Shelly Taleporos	04/13/2010

Decisions Made

1.	Motion: To accept agenda with adjustments. Added SLM under Topic #4. Motion Vote: Passed unanimously
2.	Motion: To accept February 9, 2010 CEC minutes. Motion Vote: Passed unanimously
3.	Motion Proposal: To accept Speaker Policy with amendments—"for speakers receiving monetary compensation" in place of honorarium. Motion Vote: Passed unanimously
4.	Resolution: For the Strategic Development and Bylaws Committee to explore ways to use surplus funds to benefit our current and future members based upon input from CEC, Membership, and Others. Motion Vote: Passed unanimously
5.	Motion: To adjourn. Motion Vote: Passed unanimously

Discussions Held

1.	<p>Action Items:</p> <p>No. 4—Speaker Policy:</p> <ul style="list-style-type: none"> • There was discussion about 3 people presenting 20 minutes each. Should they each receive free admission to the remainder of the conference? It was indicated that all 3 speakers would have preparation time regardless of the length of time they spoke. • It was indicated that the use of honorarium needed to be made clearer. To clarify honorarium, the following wording would be used "for speakers receiving monetary compensation." <p>No. 12—Audit Procedure:</p> <ul style="list-style-type: none"> • Further review of the policy is necessary to ensure the appropriate level of controls is being required. How specific and how much documentation is appropriate? Next step- Kirk S. and Dave H. will review the document. <p>No. 13—AGA Information Sessions:</p> <ul style="list-style-type: none"> • Dave H. will contact Tax and Finance, Laura B. will contact OMIG. Linda – DOT.
2.	<p>CGFM Proclamation</p> <ul style="list-style-type: none"> • Thalia M. has eight copies of the Proclamation. She also has copies for Roger M. to include in the newsletter and Laura B. to post on the website.
3.	<p>Budget Surplus and Use of Funds</p> <p>Surplus</p> <ul style="list-style-type: none"> • Currently, there is approximately a \$10,000 surplus above the \$20,000 in reserved for contingencies. • Ann M. would like to know how we could use this surplus to best benefit the members. • Some suggestions offered include: video conferences to give opportunity to give more CPE credit availability with little work, free training, ½ day event, something that provides the most benefit to the greatest number of members. • It was suggested this be given to the Strategic Development and Bylaws Committee. (See Resolution above) <p>Audio Conferences</p> <ul style="list-style-type: none"> • Mike A. will summarize the audio conference attendance. There have been 5-25

	attending at OSC, 10-12 attending at DOT for each audio conference.
4..	<p>Professional Development Conference</p> <p>SLM</p> <ul style="list-style-type: none"> • The following individuals are planning to attend: Nicole Van Hoesen, Brian Gee, Thalia Melendez. Mark Mitchell is also attending as Regional Vice President-Elect Designate. • We can recruit one more attendee by 3/12/2010. <p>PDC</p> <ul style="list-style-type: none"> • Shelly T. has reviewed the policy for sponsoring members to the PDC. Policy requires attendees seek reimbursement from their agency for PDC expenses. It was suggested that attendees apply for VALT funds.
5.	<p>Chapter Recognition Report</p> <ul style="list-style-type: none"> • VPs need to complete their sections of the report by the end of the month. • Shelly T. needs to find a replacement for e-mail (Constant Contact) coordinator.
6.	<p>Membership Initiative</p> <ul style="list-style-type: none"> • The Topeka Chapter is losing 20% of their membership each year. They held a 3/3 Fraud Conference with a price of \$140 per member that included the opportunity for participants to apply for free membership (i.e., the chapter pay). • To be eligible for consideration for the free membership, the participant must be paying to attend (employer can not be paying for attendance at the conference), and they have to complete an application. • There was some interest in this initiative.
7.	<p>Awards/Citizen Centric Report</p> <p>Citizen Centric Report</p> <ul style="list-style-type: none"> • Ray H. met with Schenectady Mayor Brian Stratton, et al. who is still interested in Citizen Centric Reporting. They will have a first draft by 4/15/2010. • Chapter Centric Report is going forward. <p>Awards</p> <ul style="list-style-type: none"> • No one has submitted any suggestions for awards yet.
8.	<p>Education and Program Update</p> <p>TCTC</p> <ul style="list-style-type: none"> • Ann M., Shelly T. and Kirk S. are session moderators. Most of the presenters' handouts have been added to the TCTC website. Billy Morehead, AGA National President, will be at the conference Monday, 3/15/2010. • Need volunteers to help sell raffle tickets. • Attendance is off about 10% from last year. <p>Program Updates:</p> <ul style="list-style-type: none"> • There are six events left for the year. Three audio conferences, How Did I Get To Be Me, Procurement Card Luncheon, and the charity golf tournament.
9.	<p>Wrap Up</p> <ul style="list-style-type: none"> • Upcoming Community Service Events: Ronald McDonald House—3/12/2010; Bowl for Kids Sake—3/13/2010 • Roger M. needs articles and information by 3/12/2010.
	Next Meeting: April 13, 2010 at NYS Dept. of Labor 3:30 pm-5:00 pm