

**AGA New York Capital Chapter
2010 - 2011 Executive Committee Meeting
Minutes for March 9, 2011 Meeting, 8:00am– 9:30am
Location: NYS Dept. of Transportation, Wolf Rd., Albany, NY**

ATTENDEES:

Officers Attending:			
S. Taleporos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T. Melendez	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A. Marsh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Zinzow	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
T. Seeberger	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Gee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
N. Van Hoesen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R. Mazula	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R. Harris	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A. Calabrese	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Harrington	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Brown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Directors Attending:			
M. Abbott	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Franklin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Hancox	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Hasso	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M. Junco	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S. Ray	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Schanzenbach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Sossei	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R. Sturm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Zibella	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Attendees: Lynn Faruggia, Brenda Carver

Action Items			
	Outstanding Action Items	Responsible Person	Status/ Due Date
1.	Develop written plan for membership follow-up.	Todd Seeberger/ Membership Committee	April CEC Meeting
2.	Work on renewal membership lists.	Todd Seeberger	April CEC meeting
3.	Send updated balance sheet to Roger Mazula.	Anthony Calabrese	April CEC meeting
4.	Look at PDC policy to enter general dates, clarify order in which people are selected to attend and who is responsible for estimating costs.	Ann Marsh	April CEC meeting
5.	Send Constant Contact about membership renewal and get-a-member contest	ShellyTaleporos/ Dan Towle	April CEC Meeting
6.	Send draft of PDC attendance policy to CEC for comment.	Ann Marsh	April CEC Meeting
7.	Send Kirk's comments about the no show policy to CEC.	Shelly Taleporos	April CEC Meeting
8.	VP's need to enter CRP points into system by 3/24 and notify Thalia Melendez when complete.	Vice Presidents	April CEC Meeting
Decisions Made			
1.	Motion: To accept agenda with adjustment to move Membership Update to be item no. 2. Motion Vote: Passed unanimously		
2.	Motion: To adjourn. Motion Vote: Passed unanimously		
3.	Motion:		

Discussions Held

1. Welcome

This meeting did not have a quorum.

Minutes for the February 9, 2011 meeting received edits. The edits will be incorporated into the minutes and then the minutes will be distributed electronically.

Review of Action Items from Previous Meeting:

No. 1 - Develop written plan for membership follow-up. This is still being worked on by the Membership committee.

No. 2 - Work on renewal membership lists. Discussed at March CEC meeting.

No. 3 - Send out the draft of the Membership Centric Report and related links. This was sent to the members interested in working on the Membership Centric report. The Centric report is in need of pictures and the 12/31/2010 financials. Shelly included Thalia in the e-mail.

No. 4 - Send updated balance sheet to Roger Mazula. Anthony will send March's report to Roger. Also, articles are needed for newsletters.

No. 5 - Send nomination requests to VP's for National Awards. DONE

No. 6 - Look at PDC policy to enter general dates, clarify order in which people are selected to attend and who is responsible for estimating costs. This was sent to the SPT committee and is in process.

No. 7 - Contact Katya at National for CGFM materials for TCTC. DONE

2. Membership Update:

Membership committee will be forwarding the written plan for membership follow-up to the CEC.

Information was shared that up-to-the-minute listing is available by going to the end of the list. Current membership is 266 members.

Todd Seeberger was invited to speak at Adirondack Community College on March 23, 2011 at 4pm.

Shelly wants to send a constant contact about membership renewal and the get-a-member contest.

3. Updates for Next Year's Slate:

An e-mail was sent to members showing the slate for the new year. Thalia is putting a meeting together to give training for developing the budgets and what is expected of officers and directors. She hopes to hold this meeting the beginning of April. Anthony Calabrese is invited to attend. Inviting new CEC members to our current CEC meetings.

CRP points needed to be entered by 3/24/2011. Please notify Thalia when you had entered your points. If you have missed points in the past months, they can be entered now.

It is not know what category at National we will be in this year due to our membership levels. Our membership had decreased.

4. Education Update:

Education is moving along. Have added another audio conference for March 30, 2011. This will be held at OSC only. A voucher has been sent to DOT for their portion of the audio conference registration fee for the year.

In May, the Ethics course will be held. The flyer is in draft form, will be finalized, printed and placed in TCTC bags to advertise the course.

For the audio conference on internal controls that was canceled due to poor weather is available on CD and it is hoped that we can offer viewing of this audio conference the beginning of April.

TCTC—As of last Friday, attendance has jumped very nicely. From 151 to 409. This is the second highest attendance since 2006. Day 2 on Fraud has been closed. Seating has maxed out at 240.

IIA has led the way for number of members attending the TCTC. Two-thirds of their members are attending. AGA has a little less than 40% of their members attending. A very few room monitors and moderators may still be needed. Fran Gardner is handling this function.

Raffle ticket sellers are needed at the TCTC.

5. Award Nominations:

The committee has talked and has sent an e-mail to membership asking for suggestions for nominations. The deadline for this is April 15, 2011.

National awards nomination requests have been sent to CEC. Selections are due in 6 weeks to Nationals.

6. Certification:

Linda Zinzow will contact Jennifer Hanlon at the Governor's office for the TCTC proclamation. It should be ready this week.

7. SBDC Policy Update:

A copy of the No Show policy was e-mailed late yesterday. Questions and comments on the policy were sent by some members. The PDC attendance policy has some outdated material in it. With the PDC program dates changing, the policy needs to be updated. Ann sent a draft of the PDC policy to SBDC members.

Discussion was held about when/which budget the funds for the PDC should be included. The PDC dates change and the dates "conflict" with our budget schedule. The details of how to budget and account for the PDC need to be worked out.

8. Community Service:

Upcoming events: the flower sale is going on now; flowers will be delivered April 15, 2011. A count is due to Nicole by April 12, 2011.

Bowl for Kids Sake is April 3, 2011. Two members have registered so far. Our goal is to raise \$300.

Ronald McDonald House meal preparation is Friday, April 15, 2011. AGA is preparing the meal for this night. This event is posted on the website. Will have details of what foods are needed a couple of weeks out from the event.

Golf Outing is being held June 3, 2011. Flyers are out for review and will be included in TCTC bags.

9. SLM Update/PDC Budget Update: Potential attendees at the SLM include Todd Seeberger, Lynn Farruggia, Brenda Carver and Thalia Melendez. Thalia needs to confirm that Todd and Lynn are able to attend. The deadline to sign up is March 4th. Everything is paid for by the SLM. Each Chapter can bring four members.

For the PDC held I July 2010, approximately \$5,300 was spent for four members to attend. For this year, we have two hotel scholarships. Airfare is a little more expensive and parking is approximately \$60 per person. If three people attend, the estimated costs are \$4,500.

10. Wrap Up:

Shelly Taleporos created a Facebook and Twitter account for our chapter (@AGANYCAP). Constant contact e-mails are tweeted each time they are sent. The Facebook page needs some more work and pictures.

Shelly would like to have some others have administrative rights to update both accounts.

National has 1001 people on LinkedIn. We can request that our Facebook or twitter links be added to National's page.

Other Chapters use LinkedIn.

Next meeting is April 13, 2011 8am at DOT.