

# **Operating Status Report for 2004-2005**

**For the Three Month Period Ending: December 31, 2004**

**Date: January 10, 2005**

## **Areas of Responsibility:**

- **Certification**
- **Communications**
- **Community Service**
- **Education & Programs**
  - **Marketing**
  - **Membership**
- **Awards & Recognition**
- **Chapter Governance**

# Area of Responsibility: Certification

## Accomplishments for This Period

*List the accomplishments for your area of responsibility. Indicate for each accomplishment the date of completion and whether the accomplishment was a priority specified in the original operating plan.*

Accomplishments	Operating Plan Priority (Y/N)	Date Accomplished
Publicized thru newsletter & email to Chapter members, CGFM prospects of \$100 rebate or 1 full day of CPEs/AGA sponsored event for first 5 members who earn CGFMs in this program year.	Yes	11/2004
Obtained additional CGFM course details from National (as requested by Board)	Yes	11/2004
College of St. Rose will distribute CGFM brochures to students.	Yes	12/2004
Professional Certification Panel Seminar – established date, location, guest speakers, drafted flyer, gathered handouts, etc.	Yes	1/2005

## Performance Measures and Analysis

*Utilizing the performance measures identified in the operating plan, indicate the progress made toward reaching the goal.*

Performance Indicator (from Operating Plan)	Achieved (Y/N)	Results and Analysis
Increase # of individuals who have successfully completed CGFM exam	No	This is a long range goal. I continue to receive news of prospects passing various parts, but no new CGFMs yet.
75% retention of CGFMs	Yes	2004 - Due to the small # of CGFMs we followed up with/reminding to renew, this goal has been achieved. 2005 – Renewal notices will be sent by national shortly. By spring, we will start reminding those who did not renew, to do so.

## Expectations for Next Period

*List the activities that will be performed in the next three months. Identify any deviations from the operating plan.*

Expectations	Timing	Person Responsible
Hold Professional Certification Panel.	2/10/05	Francine & Amanda
CEC will make decision about holding/sponsoring CGFM classes locally.		CEC
Meet with professional recognition team for next steps Consider - Establish/Pursue agency insiders to promote designations & encourage employers to recognize	March	Kirk

## **Best Practices/Lessons Learned**

<b>Best Practice/ Lesson Learned</b>
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Many thanks to officers and committee members who have assisted me in organizing the 2/10 Event.
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# Area of Responsibility: Communications

## Accomplishments for This Period

List the accomplishments for your area of responsibility. Indicate for each accomplishment the date of completion and whether the accomplishment was a priority specified in the original operating plan.

Accomplishments	Operating Plan Priority (Y/N)	Date Accomplished
Publicized newsletters for September/October 2004, November/December 2004, and January/February 2005	Yes	01/05
Notified members by e-mail that newsletter is available online at the Chapter's website.	Yes	01/05
Identified and corrected many incorrect e-mail addresses	Yes	01/05
Website continues to be updated for latest events and for accepting registrations to Chapter activities.	Yes	01/05
Prepared program brochures for each of the Chapter's events and notified members and selected non-members about the upcoming programs via e-mail.	Yes	01/05
Prepared and distributed press released for the local media about Chapter events.	Yes	01/05
Worked with the TCTC Committee to prepare program brochure.	No	01/05

## Performance Measures and Analysis

Utilizing the performance measures identified in the operating plan, indicate the progress made toward reaching the goal.

Performance Indicator (from Operating Plan)	Achieved (Y/N)	Results and Analysis
Publish at least five newsletters annually.	No	Newsletters prepared and distributed.
Keep website current.	Yes	New events and Chapter activities are added as needed and members register for them online.
Increase the use of electronic communication.	Yes	Maintain e-mail list of Chapter members and select non-members.
Inform the media about Chapter activities and events.	Yes	Press releases are routinely prepared and sent to Albany area newspapers.

### **Expectations for Next Period**

*List the activities that will be performed in the next three months. Identify any deviations from the operating plan.*

<b>Expectations</b>	<b>Timing</b>	<b>Person Responsible</b>
TCTC brochure to be mailed	1/15/05	Roger
Next Newsletter will be for March/April 2005; then for May/June 2005.	3/5/05	Roger
Website will be updated as needed.	--	Laura B.

### **Best Practices/Lessons Learned**

<b>Best Practice/ Lesson Learned</b>
Thanks to individuals who have contributed articles and ideas to the newsletter. Thanks to individuals who have provided constructive comments relative to website content. Please keep it up.

# Area of Responsibility: Community Service

## Accomplishments for This Period

*List the accomplishments for your area of responsibility. Indicate for each accomplishment the date of completion and whether the accomplishment was a priority specified in the original operating plan.*

Accomplishments	Operating Plan Priority (Y/N)	Date Accomplished
Participated in American Cancer Society Walk-A-Thon	N	10/17/04
Communicated events to members through website and e-mail.	Y	Continuous
Donation to Northeastern NY Food Pantries - \$100	N	11/23/04
Holiday Lights in the Park	N	12/8/04
Donation to American Cancer Society - \$50	N	10/17/04
Donation at Holiday Luncheon - Counseling to Laity - \$125	N	12/15/04

## Performance Measures and Analysis

*Utilizing the performance measures identified in the operating plan, indicate the progress made toward reaching the goal.*

Performance Indicator (from Operating Plan)	Achieved (Y/N)	Results and Analysis
Participate in at least 4 community service projects	Y	
Achieve a minimum of 2000 CRP credits	Y	2800 credits to date
Show 5% increase in at least 1 community service event.	N	

## Expectations for Next Period

*List the activities that will be performed in the next three months. Identify any deviations from the operating plan.*

Expectations	Timing	Person Responsible
Update the website with new pictures and information on past events.	January	Ann Marsh
Coordinate Big Brothers Big Sisters Bowl-A-Thon – Not on plan originally	March	Committee
VITA Program	Jan. – Apr.	Kirk/Ann
V.A. Hospital Event	February	Karen Cushman

## Best Practices/Lessons Learned

Best Practice/ Lesson Learned

# Area of Responsibility: Education & Programs

## Accomplishments for This Period

*List the accomplishments for your area of responsibility. Indicate for each accomplishment the date of completion and whether the accomplishment was a priority specified in the original operating plan.*

Accomplishments	Operating Plan Priority (Y/N)	Date Accomplished
GASB Update	Y	9/21/04
Future of Auditing	Y	10/28/04
Procurement Fraud	Y	10/29/04
Fraud Conference	Y	11/23/04
Holiday Luncheon	Y	12/15/04

## Performance Measures and Analysis

*Utilizing the performance measures identified in the operating plan, indicate the progress made toward reaching the goal.*

Performance Indicator (from Operating Plan)	Achieved (Y/N)	Results and Analysis
Provide a program worth at least 40 CPE credits annually	Y	Program offers 60 CPE credits
Show increase in attendance over the previous year		
95% of speakers achieve a score of 4.0 or better	Y	Overall 4.3 average

## Expectations for Next Period

*List the activities that will be performed in the next three months. Identify any deviations from the operating plan.*

Expectations	Timing	Person Responsible
Tax Seminar	1/13/05	Linda Zinzow
Technology Conference	1/25/05	Jim Cox
Certification Panel	2/10/05	Francine Marzinsky
Sarbanes-Oxley	2/15/05	Jim Cox
TCTC		Linda Zinzow

## Best Practices/Lessons Learned

Best Practice/ Lesson Learned
Continue to use flyers for marketing; Century House is a good location
Need to Coordinate better with the Newsletter; Fraud Conference was once again well attended

# Area of Responsibility: Marketing

## Accomplishments for This Period

List the accomplishments for your area of responsibility. Indicate for each accomplishment the date of completion and whether the accomplishment was a priority specified in the original operating plan.

Accomplishments	Operating Plan Priority (Y/N)	Date Accomplished
Secured two sponsors for the program brochure	Yes	8/04
Promoted all programs since the Sept. Kick-off Breakfast	Yes	8/04 - 12/04
Issued press releases on the new CEC and program events	Yes	6/04; 8/04 – 12/04
Worked with Jim Cox, Eileen Chambers and Roger Mazula to support their areas, including extending the Advantage program locally	Yes	7/04 – 12/04

## Performance Measures and Analysis

Utilizing the performance measures identified in the operating plan, indicate the progress made toward reaching the goal.

Performance Indicator (from Operating Plan)	Achieved (Y/N)	Results and Analysis
Secure five sponsors	No	Two were secured for the Newsletter. One major sponsor secured for TCTC. Others are in process.

## Expectations for Next Period

List the activities that will be performed in the next three months. Identify any deviations from the operating plan.

Expectations	Timing	Person(s) Responsible
Continue to secure sponsors (TCTC 10 <sup>th</sup> anniversary committee taking the lead)	Jan. - March	Ray, Nancy
Continue to promote our events via emails, newsletters, website and press releases	Jan. - March	Ray, Roger, Cathy, Ann
Help promote the new group membership program, ADVANTAGE	Jan.	Ray, Lori, Eileen
Help produce the Chapter's first Policies and Procedures Manual	Jan. - June	Ray, Linda, Lori,

## Best Practices/Lessons Learned

Best Practice/ Lesson Learned
Securing vendors to be sponsors must be made by direct communications
Promoting events must be timed properly to encourage participation and to let people take advantage of the pre-payment discount when offered

# Area of Responsibility: Membership

## Accomplishments for This Period

List the accomplishments for your area of responsibility. Indicate for each accomplishment the date of completion and whether the accomplishment was a priority specified in the original operating plan.

Accomplishments	Operating Plan Priority (Y/N)	Date Accomplished
Meet National's recruitment goals	Y	On-going
Identify underrepresented groups for recruitment	Y	1/5/05
Held 1 <sup>st</sup> Breakfast Series – gained 3 new members	Y	11/04
Promoted Advantage Program – gained 14 new members	N	12/04
Recruit non-members attending AGA events	Y	On-going

## Performance Measures and Analysis

Utilizing the performance measures identified in the operating plan, indicate the progress made toward reaching the goal.

Performance Indicator (from Operating Plan)	Achieved (Y/N)	Results and Analysis
GAR report dated 11/30/04	Y	334 Retained members– 96% of goal 354 current members 25 new members 23 reinstated members
Underrepresented groups	Y	Advantage Program Recruitment – DOH, OSC, Labor, DMV, Worker's Comp, Alcohol & Substance Abuse
Recruitment of non-members	Y	Breakfast Club – 3 new members Advantage Program – 14 new members Letters sent to non-members attending AGA events.

## Expectations for Next Period

List the activities that will be performed in the next three months. Identify any deviations from the operating plan.

Expectations	Timing	Person Responsible
Continue Promotion of Advantage Program	On-going	Eileen Chambers
2 <sup>nd</sup> Breakfast Series	February	Eileen Chambers

## Best Practices/Lessons Learned

Best Practice/ Lesson Learned
Offer free admission to AGA members bringing new recruits to an event
Hold informational meetings to promote Advantage Program

# Area of Responsibility: Awards & Recognition

## Accomplishments for This Period

*List the accomplishments for your area of responsibility. Indicate for each accomplishment the date of completion and whether the accomplishment was a priority specified in the original operating plan.*

Accomplishments	Operating Plan Priority (Y/N)	Date Accomplished
Awards Committee meeting held	Y	November 2004
Newsletter article for Awards and Recognition	Y	November 2004
Begin National Awards process	Y	November 2004

## Performance Measures and Analysis

*Utilizing the performance measures identified in the operating plan, indicate the progress made toward reaching the goal.*

Performance Indicator (from Operating Plan)	Achieved (Y/N)	Results and Analysis
At least three nominations for National awards.	Not Yet	
A Chapter function to celebrate contributions at least on an annual basis.	Not Yet	
Deliver a Chapter "Outstanding Achievements in Government Accountability" award.	Not Yet	

## Expectations for Next Period

*List the activities that will be performed in the next three months. Identify any deviations from the operating plan.*

Expectations	Timing	Person Responsible
Awards newsletter article	January and March 2005	Kirk
Awards and Recognition Website	February 2005	Kirk/ Laura
Nominations for PDC National awards	February 2005	Kirk/Katie
Start planning for the annual Awards Celebration	March 2005	Kirk/Lori
Write up the "Outstanding Achievements in Government Accountability" award.	April 2005	Kirk/Committee

## Best Practices/Lessons Learned

N/A
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# Area of Responsibility: Chapter Governance

## Accomplishments for This Period

*List the accomplishments for your area of responsibility. Indicate for each accomplishment the date of completion and whether the accomplishment was a priority specified in the original operating plan.*

Accomplishments	Operating Plan Priority (Y/N)	Date Accomplished
Many sections of the Chapter's policies and procedures manual have been received by Linda Zinzow. Remaining chapters to be completed by January 2005.	Y	As of 12/31/04
3 CEC meetings held – 10/12/04, 11/9/04, and 12/15/04.	Y	As of 12/31/04

## Performance Measures and Analysis

*Utilizing the performance measures identified in the operating plan, indicate the progress made toward reaching the goal.*

Performance Indicator (from Operating Plan)	Achieved (Y/N)	Results and Analysis
Achieve the maximum number of points that can be awarded by National's CRP.	Y	23,550 points earned as of 1/6/2004

## Expectations for Next Period

*List the activities that will be performed in the next three months. Identify any deviations from the operating plan.*

Expectations	Timing	Person(s) Responsible
Conduct 2 CEC meetings: <ul style="list-style-type: none"> <li>• January 11, 2005 at 3:00 pm</li> <li>• February 8, 2005 at 8:00 am</li> <li>• March 8, 2005 at 3:00 pm</li> </ul>	January through March	CEC
Schedule and conduct SDBC meeting in February	TBD	SDBC
Nomination Committee to meet on 1/4/2005 and 1/10/2005 to finalize 2005-06 slate	January	Jim Nellegar/ Nomination Committee
Finalize draft of policies and procedures manual.	January/ February	Linda Zinzow/ SDBC

## **Best Practices/Lessons Learned**

<b>Best Practice/ Lesson Learned</b>
Coordinate all programs (certification, education and membership) at beginning of year.