

AGA NY Capital Chapter Executive Committee Meeting January 14, 2008

ATTENDED: ✕ indicates present

Officers Attending:			
B. Gee	✕ ☎ □	J. Flinton	□ ☎ ✕
A. Zibella	✕ ☎ □	R. Harris	✕ ☎ □
M. Junco	□ ☎ □	A. Marsh	✕ ☎ □
M. Abbott	□ ☎ ✕	R. Mazula	✕ ☎ □
L. Brown	□ ☎ ✕	K. Schumaker	✕ ☎ □
T. Melendez	□ ☎ □	S. Trzcinski	□ ☎ ✕

Directors			
C. Almonte	□ ☎ □	S. Ray	✕ ☎ □
J. Cox	□ ☎ ✕	K. Schanzenbach	✕ ☎ □
D. Hadley	□ ☎ □	S. Taleporos	✕ ☎ □
M. Lindemann	□ ☎ □	N. Van Hoesen	□ ☎ ✕
D. Dowd	✕ ☎ □	L. Zinzow	✕ ☎ □

Action Items

	Action Item * Denotes carry over from previous meeting	Responsible Person	Status/ Due Date
1	Add a comment to the Technology Conference registration page – 'If you are encountering difficulties using PayPal please contact Suzanne Trzcinski @ #'	Laura Brown	1/18/08
2	Follow up with Suzanne Dugan regarding AGA Hotel Scholarships.	Brian Gee	1/22/08
3	Develop a Technology Committee and set up 1 st meeting with Aran Teleporos	TBD	2/14/08
4	If any CEC member is interested in being a part of the Technology Committee contact Brian Gee or Amanda Zibella	Brian Gee, Amanda Zibella	2/14/08
5	Develop a campaign to reach out to CPA firms	Thalia Melendez, Brian Gee	1/28/08
6	Contact Brian Gee if you are interested in going to the NLC.	CEC	1/25/08
7	Send packet of new membership items to Deana	Amanda Zibella	Complete
8	Send out May 2005 policies and procedures with updates to CEC for feedback	Brian Gee, Amanda Zibella	1/28/08
9	Send Chapter Recognition Points to Amanda Zibella	VP's	2/11/08
10	Send Chapter Recognition Point stats to Roger Mazula	Amanda Zibella	1/18/08
11	E-mail brochure for TCTC to Laura Brown	Roger Mazula	1/18/08
12	Send Nichole Van Hoesen the link and password to Survey Monkey	Kirk Schanzenbach	Complete
13	Set up Constant Contact with both Shelly Taleporos and Nichole Van Hoesen as the contacts	Shelly Taleporos	1/18/08
14	Enter contacts into Constant Contact and run a test e-mail	Shelly Taleporos, Ann Marsh	1/18/08
15	Send budget comparison to each committee	Suzanne Trzcinski	1/18/08
16	Make final edits to the updated Expense Policy and send to Laura Brown, Brian Gee and Amanda Zibella	Kirk Schanzenbach	Complete

17	Send 2008-2009 Slate to membership	Amanda Zibella	TBD
18	Send 501C non for profit documentation to Shelly Taleporos	Suzanne Trzcinski	1/18/08
Decisions Made			
1	Motion: Appoint Deana Dowd to the Board of Directors for the remaining '07-'08 yr to continue on the slate for the '08-'09 yr. Motion by: Kirk Schanzenbach, Second by: Roger Mazula, passed unanimously		
2	Motion: Accept November, 5, 2007 Minutes Motion by: Kirk Schanzenbach, Second by: Scott Ray, passed unanimously		
3	Motion: Accept 2008-2009 Slate Motion by: Linda Zinzow, Second by: Roger Mazula, passed unanimously		
4	Motion: Move to adopt updated Expense reimbursement policy contingent on minor edits to be made. Motion by: Scott Ray, Second by: Linda Zinzow, passed unanimously		

Other Meeting Notes:

Welcome – Discussion of prior action items.

CEC Minutes –

- **PayPal** – S.Trzcinski provided an update. IIA learned of a glitch. PayPal a \$3,000 max limit on the total transactions any one person makes with in a year. The PayPal account was used to process payments for the fraud conference. The foreseen problem going forward is for large groups or agencies once they hit the limit will not be able to process payment once the limit is reached. This could affect the Technology conference but will definitely affect the TCTC. Individuals are dealing with any problems which arise on a case by case basis for the Technology Conference. Mary Peck TCTC Treasurer is looking into other options for both registration and credit card payments.
- **Ethics** -- B.Gee spoke with the Ethics representative from OSC and found there is no conflict when accepting AGA National hotel scholarships. L.Zinzow commented that guidance she had once received from the Ethics Commission stated this would be a conflict if the agency is paying for all or part of the participants membership fee. B.Gee will follow up specifically on this situation.
- **NLC** -- The New York Capital Chapter currently has a scholarship from National to provide hotel accommodations for an individual attending the National Leadership Conference in Washington, DC. At this point the chapter does not have anyone going. The Early Bird

registration is up January 25th. If there is any CEC member interested in going and their employer will subsidize the remaining costs they are to contact B.Gee.

- **SDBC** – The committee met prior to the CEC meeting. This Committee looks at policies and procedures, bylaws, surveys on governance and membership, and strategic planning. Their first order of business will be to look at the policies and procedures dated May 2005 and update areas where necessary. The committee will then ask each program area and the CEC for feedback.
- **Fraud Conference/Holiday Lunch** – Both events went well and were well attended. We were able to exceed our budgeted revenue for the Fraud Conference.
- **Tech Plan** – Technology is used and relied on more and more in various aspects of our organization. Aran Taleporos looks at organizations and makes technology recommendations for a living. He has offered at no cost to guide our chapter in assessing our current technology related processes and consider future needs. B.Gee and A.Zibella will be forming a Tech Committee to meet with Aran and assure he is aware of all chapter processes and procedures. It will be important to ensure our chapter is following all guidelines and regulations for example credit card information requirements.
- **CRP** – Reminder the due date for the next quarter is Feb 12th.
- **Certification** –
 - 35 people are signed up for the certification panel.
 - The proclamation to make March CGFM month has been sent to Gov. Spitzer. Mark Mitchell will be following up on the status.

TCTC Update –

- This years theme is Movies
- Roger has completed the brochure. The only possible changes will be additional sponsorship.
- The price to attend was raised by about 15% to cover increased costs over the next few years. Roughly this equated to about \$10 for each category.
- The charity chosen is Trinity Institution

Constant Contact Update – Our trial period for using Constant Contact has lapsed. Before the trial was over S.Taleporos was able to work with L.Brown to set up an e-mail coordinator. S.Taleporos made a recommendation to continue with a 6 mo membership for e-mail only. She does not see the need for the survey function at this point. S.Taleporos would like to start using Constant Contact right away to be able to use for TCTC mailings.

N. Van Hoesen suggested we use the Constant Contact for the membership survey. After discussion, N. Van Hoesen will look into the current tool 'Survey Monkey'. S.Taleporos will sign the chapter up for a 60 mo. trial e-mail only. The chapter can always upgrade Constant Contact membership to include the survey function.

Financial Items – K. Schanzenbach Distributed a Report of Chapter Finances and the updated Expense Reimbursement Policy.

Report of Chapter Finances

- Over all the projections and expenses this year have been good. (refer to last page which lists all events)
- If there are any questions about the expenses contact S.Trzcinski

Expense Reimbursement Policy

- The major addition to the policy states the Federal per diem rate will be applied when a member travels. If the conference or event provides breakfast or dinner and the member chooses to buy the meal on their own a receipt and justification must be provided to receive the reimbursement. Refer to the policy for specific detail.
- The following edit are to be made to the document – take out references to 'Expense Voucher below' and change the Adoption date to Jan 14, 2008.

The only additional comment pertinent to the Chapter Finances is the revenue will be higher for TCTC this year due to increased sponsorship.

Operating Plan Updates –

Budget and Finance Committee –

- All but 2 items are complete on the priority list (items 4 and 6).

Community Service –

- A.Marsh passed out a status report.
- The Committee would like to come up with new activities.
- The Committee is looking for feedback about events.

2008-2009 CEC Slate – A. Zibella President Elect distributed handout of new slate for 2008-2009. K.Schumaker read the positions and nominees for the individuals teleconferenced in. There is one position remaining for a board member. Motion was made to accept the slate. A. Zibella will post the slate to the membership for a vote next month.