

AGA NY Capital Chapter Executive Committee Meeting March 10, 2008

ATTENDED: ✕ indicates present

Officers Attending:			
B. Gee	<input type="checkbox"/> ☎ <input type="checkbox"/>	J. Flinton	<input type="checkbox"/> ☎ <input type="checkbox"/>
A. Zibella	✕ ☎ <input type="checkbox"/>	R. Harris	✕ ☎ <input type="checkbox"/>
M. Junco	<input type="checkbox"/> ☎ ✕	A. Marsh	<input type="checkbox"/> ☎ ✕
M. Abbott	<input type="checkbox"/> ☎ ✕	R. Mazula	✕ ☎ <input type="checkbox"/>
L. Brown	<input type="checkbox"/> ☎ <input type="checkbox"/>	K. Schumaker	✕ ☎ <input type="checkbox"/>
T. Melendez	✕ ☎ <input type="checkbox"/>	S. Trzcinski	<input type="checkbox"/> ☎ ✕

Directors			
C. Almonte	<input type="checkbox"/> ☎ <input type="checkbox"/>	S. Ray	<input type="checkbox"/> ☎ <input type="checkbox"/>
J. Cox	✕ ☎ <input type="checkbox"/>	K. Schanzenbach	✕ ☎ <input type="checkbox"/>
D. Dowd	<input type="checkbox"/> ☎ <input type="checkbox"/>	S. Taleporos	✕ ☎ <input type="checkbox"/>
D. Hadley	<input type="checkbox"/> ☎ <input type="checkbox"/>	N. Van Hoesen	<input type="checkbox"/> ☎ <input type="checkbox"/>
M. Lindemann	<input type="checkbox"/> ☎ ✕	L. Zinzow	✕ ☎ <input type="checkbox"/>

Action Items

	Action Item * Denotes carry over from previous meeting	Responsible Person	Status/ Due Date
1	Send 2008-2009 Slate to membership	Amanda Zibella	4/1/08
2	If any CEC member is interested in being a part of the Technology Committee, contact Brian Gee or Amanda Zibella	Brian Gee, Amanda Zibella	3/21/08
3	Send out May 2005 policies and procedures with updates to CEC for feedback	Brian Gee, Thalia Melendez	5/1/08
4	If anyone is interested in helping with the TCTC booth contact Thalia	CEC	3/14/08
5	Let Brian Gee know if you will be attending the dinner 3/17/08 with Relmond.	CEC	3/14/08
6	If you are interested or know someone interested in being the interviewer at the April 11 th breakfast, contact Thalia.	CEC	3/21/08
7	Send out recruitment letters to CPA firms.	Brian Gee, Amanda Zibella	3/28/08
8	Bring the Proclamation to the TCTC to display	Ray Harris	3/17/08
9	Plan May Event	Mike Abbott, Thalia Melendez	4/7/08
10	Send out the updated slate to the CEC	Amanda Zibella	3/21/08
11	Send Karla a list of the award nominees for the March Minutes	Amanda Zibella	3/19/08
12	Send e-mail to CEC with information about the Bowlathon	Ann Marsh	Complete
13	Look into a Southwest gift certificate for PDC	Amanda Zibella	4/7/08
14	If you have any ideas for the chapter's PDC community service donation contact, Brian Gee or Amanda Zibella.	CEC	4/7/08
15	Agenda Item for April– Talk about suspended members	Brian Gee	4/7/08
16	Look into 501c(3) documents for Suzanne	Kirk Schanzenbach	Complete

Decisions Made

1	Motion: Accept March 10, 2008 Agenda Motion by: Jim Cox, Second by: Thalia Melendez, passed unanimously
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2	Motion: Accept February 11, 2008 Minutes Motion by: Roger Mazula, Second by: Mike Abbott, passed unanimously
3	Motion: AGA will pay for Roger Mazula to attend a software design class unless his employer or TCTC is willing to pay. Motion by: Kirk Schanzenbach, Second by: Jim Cox, passed unanimously

Other Meeting Notes:

Welcome – Discussion of prior action items.

TCTC Booth – Thalia Melendez is looking for volunteers to help with the TCTC booth. The booth will feature the Chapter’s display board as well as handouts/giveaways. The AGA National Office is sending a shipment of material for the conference. We will also be raffling one free AGA membership.

March 17, 2008 Dinner – So far, seven people have signed up for the dinner with Relmond Van Daniker, AGA National Executive Director. If you are able to attend or would like more information, contact Brian Gee.

Sectional Leadership Meeting (SLM) – The SLM will be held in Cleveland, OH on April 11-12, 2008. Seven people will be attending from our Chapter: Amanda Zibella, Sigrid Coons, Jim Cox, Ray Harris, Deanna Dowd, Danielle Rancey and Ann Marsh.

April 11, 2008 Breakfast – Karen Carpenter-Polumbo from the Office of Alcoholism and Substance Abuse Services (OASAS) will be the guest speaker at our next “How Did I Get to Be Me?” breakfast meeting. We are looking for an interviewer. It was also mentioned to consider finding someone from OASAS to be the interviewer if no one volunteers.

Technology Committee – Brian Gee and Amanda Zibella are forming a Technology Committee to work with Aram Taleporos and develop a technology plan for the Chapter. Other committee members include Laura Brown, Roger Mazula, Suzanne Trzcinski and Kirk Schanzenbach. The first meeting will be April 21, 2008 at 4:00 pm at 110 State Street.

Strategic Direction and Bylaws Committee (SDBC) – The Committee is currently waiting for updates to the Chapter’s policies and procedures from various CEC members.

CPA Campaign – Prior to sending the letter to the CPA firms, the letter should be edited to acknowledge the sponsorship letter previously sent to them. Since it is tax season for the firms, it was suggested we hold off in sending the letter until the end of April.

Proclamation – Ray Harris picked up the signed Proclamations from Mark Mitchell regarding March being CGFM Month. It was suggested the Proclamation be displayed at TCTC.

May Education Event – There is an upcoming audio conference on ethics in May. In addition, Mike Abbott and Thalia Melendez will work on the Chapter’s other May event. The Chapter will also use this event to help retain veteran and early career members and possibly reduce the cost of attendance as an incentive for people to participate.

The CEC liked the idea of having a representative from the Albany Institute of History and Art. The lunch event will be for 1 CPE.

CEC Board Position – The open CEC board position was posted in the newsletter and an e-mail was sent to membership to garner interest for the open position. There have been some responses. Amanda Zibella will bring the names of those who are interested to the Chapter's Nominating Committee.

Awards – The Awards Committee has compiled a list with the following nominations:

- Brian Stratton is the recipient this year of the chapter's **Outstanding Achievements in Government Accountability Award**. Presentation will be May 8 at the **NYS Leadership and Accountability Conference**
- Brian Stratton for the **Achievement of the Year Award** from National
- Tom Amyot for the **Educator Award** from National
- Kirk Schanzenbach for the **National Chapter Service Award**
- Mike Abbott for the **Chapter Education Award**
- Jill Flinton for the **Chapter CGFM Award**
- Ann Marsh for the **Chapter Community Service Award**

Community Service Events – This year's Bowl-a-Thon will be held April 5, 2008, at 3pm in East Greenbush. If you are interested in participating, go to the Big Brothers/Big Sisters website to sign up. Also, Ann Marsh will look into dates to participate at the Ronald McDonald house. www.bbbscr.org/bfks

Professional Development Conference (PDC) – This year's PDC is in Atlanta, GA on July 27-30, 2008. Brian Gee will begin considering Chapter-sponsored attendees. The CEC was asked to think about possible donations for the charity auction. Amanda will look into another Southwest Airline gift certificate.

The Conference That Counts (TCTC) Update – As of March 1, 2008, there were about 475 registered participants, almost a record. Some sessions are closed out. Revenue for this year should be a record – anticipated at nearly \$15,000 per organization. Sponsorship is at \$7,750. This year there will be an electronic evaluation form using survey monkey. Attendants may have to complete the survey or respond to the e-mail to receive their CPE certificate as of now. The TCTC Committee will meet on March 11, 2008.

Operating Plan Update –

Education – We are three-quarters through the Chapter's Education program. We have offered more than 70 CPEs this year. There are two more Audio Conferences, one in April and one in May. At this point, we will be ahead budget wise. Mike Abbott will try to get feedback on the programs the Chapter offered this year.

Membership – We signed up two new members in February and they were able to receive free memberships. There will be another free membership to give away at TCTC. Our Chapter has been doing well becoming a diverse Chapter. Thalia Melendez has been able to reach out in her new office to promote AGA.

At this point, the money available in the Chapter's membership budget is tight. There are more college events coming up in April to recruit and the committee is hoping to be able to use funds for those events. National extended the date for the membership scholarship money for us to use.

Deana Dowd is continuing to send out e-mails to new members. We currently have 393 members and Thalia Melendez has a goal of 400 members by the end of the program year.

Upcoming Chapter membership and recruitment may be difficult because of recent competition with the local chapter of the Institute of Internal Auditors for members. Thalia Melendez suggested we use the \$400 scholarship from the AGA National Office towards the current members to keep them in the organization.

Other Items -

- Roger Mazula would like to take a desk top publishing design class in April. The class costs \$350 (\$250 for government). He has asked his employer to cover the cost of the class. If his employer will not cover the costs, he asked if the AGA will pay the costs since the AGA will directly benefit. It was suggested perhaps the TCTC could pay for the training since Roger uses his publishing talents for that big event which benefits us and the other local chapters. The CEC voted and unanimously passed a resolution: the Chapter will cover the cost of the class if both OSC and TCTC do not pay.

- Kirk Schanzenbach will try to locate the Chapter's 501(c)(3) documents for Suzanne Trzcinski. If he cannot locate them, we may need to request the documents from the IRS.