

**-AGA NY Capital Chapter Executive Committee Meeting
April 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. Dowd	✕ ☎ □	S. Taleporos	✕ ☎ □
D. Hadley	✕ ☎ □	N. Van Hoesen	□ ☎ ✕
M. Lindemann	□ ☎ □	L. Zinzow	✕ ☎ □

Action Items

	Action Item * Denotes carry over from previous meeting	Responsible Person	Status/ Due Date
1	Send out May 2005 policies and procedures with updates to CEC for feedback	Brian Gee, Amanda Zibella	5/12/08
2	Send out letters to CPA firms	Thalia Melendez, Brian Gee	5/12/08
3	Discuss plan to contact suspended members	Brian Gee, Thalia Melendez	5/12/08
4	Contact Thalia regarding members from OSC who have not received due renewal notices/bills	Amanda Zibella	5/12/08
5	Send finalized minutes for the March meeting to the CEC	Karla Schumaker	5/12/08
6	Send Mike Abbott registration information for the breakfast event	Suzanne Trzcinski	5/12/08
7	Prepare CPE certificates for the Breakfast event	Mike Abbott	5/12/08
8	Plan CEC meeting for early June to discuss Chapter's technology plan	Brian Gee	5/12/08
9	Complete the Governance Survey	All CEC	5/6/08
10	Provide name of possible auditor to Shelly Taleporos	Brian Gee	5/12/08
11	Develop flyer for May 15 th luncheon event and provide to Laura Brown	Mike Abbott	Done
12	Email the new leadership slate to the CEC	Shelly Taleporos	Done
13	Add discussion of membership survey results to the May CEC meeting agenda	Brian Gee	5/12/08

Decisions Made

1	Motion: To continue pursuing the Chapter's Technology Update plan. Motion by: Ray Harris, Second by: Amanda Zibella, passed unanimously
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Other Meeting Notes:

Welcome – Discussion of prior action items. The minutes from the March CEC meeting needed to be corrected; therefore the CEC did not vote on accepting the minutes.

Community Service Event - The Chapter participated in the Big Brothers/Big Sisters bowl-a-thon. Chapter members raised \$575 for the charity. The next community service event will be held on May 16th at the Ronald McDonald house in Albany. Volunteers are needed to help prepare a dinner for families that are staying at the house.

TCTC – Estimated revenue for the TCTC is \$13,500, which is \$4,500 over the budgeted amount. The number is just an estimate, all expenses have been paid, however, there are still open receivables.

Membership Breakfast: The membership breakfast featuring Karen Carpenter-Palumbo was very well received with over 25 members in attendance. Suzanne Trzcinski moderated the event and event participants will each receive 1 CPE.

Tech Plan Update: The Technology committee met with Aram Taleporos on 3/21/08 to discuss the chapter's technology needs. Topics in the discussion included event registration, accepting payments and bookkeeping. Ideas discussed included having a member log-in, officer's page specific to each person's log-in credentials, viewing and updating content to be done by the VPs, There will be an initial investment that will need to be made to start by the chapter. After the initial investment there will be maintenance fees as well. The next step is to identify as a chapter what features are needed and determine the cost.

Chapter Direction: The CEC discussed the future direction of the chapter and future events.

SLM: Amanda Zibella attended the Sectional Leadership Meeting (SLM) in Cleveland, OH along with other members and also 20 other chapters. The meeting provided a forum for knowledge sharing between the chapters on topics such as attracting new members and AGA national initiatives.

PDC: A picture of the Albany skyline was suggested as part of the donation by the Chapter to the PDC. Other suggested donations included American Express gift cards and a collection of items from area tourist spots, such as Lake George and Saratoga. Amanda Zibella will work on getting the donation together.

Financial Position Update: The Budget and Finance Committee prepared a financial position analysis for the CEC. Overall, the Chapter is in good financial condition and ahead of the budget in many areas. The Committee recommended to keep the PDC allocation for the current year at the same level as the budget, \$2,700.

Miscellaneous:

The chapter has made nominations for individuals in 7 different AGA national award categories. These awards will be given out at the Professional Development Conference (PDC).

The chapter will be looking for a new person to perform the audit/review for the chapter. The review last year was performed by Mike Morrell, who will not be able to work on the engagement this year.

AGA national has created a blog on the website for members to use. The Chapter may consider using a blog to discuss local chapter info and events.

A new event will be added to the calendar. On May 15th, the Chapter will host a luncheon event at the Albany Institute of Art. The program is titled, "Improving Observation Skills." The luncheon will run from 12pm to 2pm. Mike Abbott is still working out the pricing details and the brochure information.