

**AGA New York Capital Chapter
Executive Committee Meeting
August 7, 2008**

ATTENDED:

Officers Attending:			
A. Zibella	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Marsh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Gee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Cox	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T. Melendez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Rancy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Directors			
M. Abbott	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Almonte	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Dowd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Hadley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Junco	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action Items

	Action Item	Responsible Person	Status/ Due Date
1	Send June CEC Minutes to Roger.	Karla S.	Complete
2	Form sub-committee to gather information/facts relating to the reimbursement of travel costs to present to the Ethics Commission.	Brian G.	9/15/08
3	Draft a request for opinion to the Ethics Commission.	Brian G.	10/13/08
4	Send the sample web links from the developer to the CEC.	Brian G.	Complete
5	Send technology proposal for CEC review.	Brian G.	Complete
6	Finance Committee finish the 'Internal Controls Over Revenue Policy' and distribute to the CEC for review.	Kirk S.	Complete
7	Draft policy on Equipment (laptop) use.	Kirk S.	10/13/08
8	Send current policies and procedures to the vice president's	Brian G.	9/2/08
9	Renew the chapter CPA certification.	Amanda Z.	Complete
10	Reach out to Marie Force from National to inquire about who manages National's website.	Brian G	9/2/08
13	Send all requests for corporate sponsorship to Ray Harris	VP's	Complete
14	Gather estimates to purchase chapter t-shirts	Nicole V.	9/2/08
15	Update Website with community service events and send to Ray, Amanda and Nicole.	Laura B.	8/18/08
16	Bill OSC and DOT for their share of the audio-conferences	Scott R.	8/29/08
17	Contact Ray H. if you would like to volunteer/contribute ideas to CPA Day.	CEC	8/29/08
18	Contact Jim C. with ideas for the Dinner speaking event in April.	CEC	Complete
19	Send out suspended list to the CEC for follow up at the September meeting	Amanda Z.	Complete
20	Write up rebate/cash back membership program to be	Danielle R.	Complete

	discussed		
21	Advertise membership contest in E-mail/Newsletter	Danielle R./ Deanna D.	8/29/08
22	Finalize the list of procedures to be audited	Kirk S./ Amanda Z./ Shelly T.	Complete
23	Send a list of CPA's to Amanda	Danielle R.	Complete
24	Program Guide information is due to Roger by August 13, 2008	VP's	8/13/08
25	Update the budget and send to Amanda	Kirk S.	Complete

Decisions Made

1	Motion: Accept Agenda Motion by: Amanda Zibella, Second by: Ray Harris, passed unanimously
2	Motion: Amend the June 11, 2008 Minutes to reflect the opposed motion in the body including a sentence explaining the objected point of view. Motion by: Ray Harris, Second by: Scott Ray, passed unanimously
3.	Motion: Accept Approve the June 11, 2008 Minutes as amended Motion by: Scott Ray, Second by: Roger Mazula, passed unanimously
4.	Motion: Accept budget with amendments Motion by: Marcella Junco, Second by: Thalia Melendez, passed unanimously
5.	Motion: Adjourn Motion by: Danielle Rancy, Second by: Deanna Dowd, passed unanimously

Other Meeting Notes:

Roberts Rules of Order – Ray Harris presented the CEC with a background on Roberts Rules of Order and frequently asked questions regarding parliamentary procedures. According to the Chapter's by-laws, Roberts Rules of Order is followed in conducting chapter business and CEC meetings. www.robertsrules.com provides more information.

Miscellaneous Items –

By-Laws – National is currently reviewing the by-laws for the definition of “retirees” in the upcoming year. It is a consideration to review our own chapter by-laws and see if any changes should also be made. A possible call out to our membership in the spring should be looked into.

Ethics –

Suzanne Dugan counsel for Ethics at the Office of the State Comptroller is currently working with B.Gee to get a ruling on agency reimbursement for members who attend events. There are two factors:

Registration Fees – It is not a problem if AGA pays for a member's registration to an event

Travel Costs – In order to receive reimbursement of travel costs from the AGA the person’s employer has to be considered. If the Local chapter is paying for the reimbursement a determination as to the relationship of all related parties has to be completed. Also, National’s reimbursement for travel costs such as hotel and the SLM will be another situation to get a ruling on.

Due to the diversity of the CEC, a suggestion was made to go to the Ethics Commission and receive an official ruling.

Technology –

The web developer has submitted a proposal for review to design the new chapter website. The proposal has come in with the cost of \$5,800. This is \$800 above what is currently budgeted but includes some of the indirect fees.

The website is set up into three target groups, Non-members, Members and CEC. Members will be asked to log in to be directed to a specific page for “Members Only”. The same will be for CEC members as well.

B. Gee will send to the CEC website links the developer has completed to review the type of work he has done. Brian will also email the proposal to the CEC to make sure everything is included in the website and any other comments or suggestion the CEC might have prior to the next CEC meeting.

Financial Oversight –

K. Schanzenbach gave an overview of the Budget and Finance Committee goals. He explained their primary goal is to bring forward a balanced budget. Currently there will be \$7,000 carried over from last year for the PDC and Technology Plan. Beyond that there is a \$16,000 surplus for the year.

“Internal controls over revenue policy” – The draft of this policy was started last year when Suzanne Trzcinski held office as treasurer. This policy is to state the roles and responsibilities over key players in the chapter’s accounts receivable process. This policy established a separation of duties and an independent cross reference to have more sound internal controls. The policy creates new positions but will promote accountability. During the discussion B.Gee volunteered to be in charge of the PO Box.

Budget and Operating Plans – The chapter Vice Presidents presented their committees operating plans and budgets for the upcoming year for CEC approval.

Budget and Finance Committee – The finance committee provided a summary of the budget for the upcoming year. Their priority is to review the old and new policies to make new recommendations. In regards to the budget, \$900 was used to purchase a laptop. It was previously decided buying a new laptop was the cheapest and best alternative to be able to maintain the current version of QuickBooks.

Chapter Governance – Goals for the Chapter Governance include updating the policies and procedures manual, conducting CEC meetings and encouraging active participation to further develop the chapter. Nicole V., Ray H., and Ann M., volunteered to be a part of the SDBC.

Marketing – The marketing committee is working to create a color pocket size brochure to advertise the CGFM. As a reminder any promotional material or write ups for the website or flyers must go through Ray H. then to Amanda Z. for final approval and then will be emailed to Laura B. to be placed on the website. Any material for the newsletter can be sent directly to Roger M., since Amanda Z. or Ray H. will approve the whole document.

Awards committee –The budget for the committee will remain the same and include expenses for awards, food and printing. The committee will be charting out a calendar of target due dates for award and recognition nominations. The chapter is also encouraged to begin thinking about nominees for the Chapter Recognition Award. Thalia M. volunteered to be a part of the committee.

Certification – The Certification Committee is hosting a review class for the CGFM this year. It will be a 3 day review class at the Office of the State Comptroller from November 4-6 tentatively. The CGFM panel will be on October 14. It was suggested the chapter try to have Pete Aleferis take part on panel. Thalia looked into it and he would like to pair the trip with a visit to a local school to talk about CGFM classes and potential course curriculum. Karla S. suggested Rockefeller College and volunteered to help make arrangements.

Communications – The only addition to the Communications budget is the website. It is encouraged the CEC compose articles for the newsletter.

Community Service – The Community Service committee has added a few new events. The date for St. Ann's/St. John's event has been changed to October 18th. At least 12 volunteers will be needed and possible work with KPMG on this event. Discussion also took place about purchasing t-shirts for the Chapter to wear at Community Service events to have the AGA name recognized in the community.

Education Committee –AGA is co-sponsoring all 10 of National's audio-conferences with the Office of the State Comptroller as well as offering a satellite location for 6 of the audio-conferences at the Department of Transportation. Our chapter will be working in partnership with OSC to give a 3 part Government Finance Series. More information will be provided to the CEC as the details are developed.

A potential speaker for this year's holiday luncheon is past national president Bobby Derek.

This year the chapter will be sponsoring a CPA education day. This event is focused toward coming together and promoting various topics to local CPA's.

Members Jennifer Paperman and Andre Spar are organizing a session on 'The Future of Auditing' there will be more details to come.

In April, there will be a dinner speaking event. The topic is still open for discussion. It was suggested the event target young adults. Possibly a topic to consider is personal budgeting.

Membership –

Membership's priority is to target early careers. They will be purchasing a new presentation board to gear information specifically to the early careers.

A welcome packet and questionnaire is being developed for distribution to all new members.

The committee will be having a membership contest for the person in the chapter who recruits the most new members.

The kick off event is planned for September 18th the venue is TBD. In addition to learning about the roles within the AGA and ways to get involved, a Texas Hold'em game will be held with prize giveaways for members who attend.

The committee is also planning on offering other incentives for members to join the AGA. They are going to be encouraging members to attend future CEC meetings and look for new ways to advertise our chapter and events.

Audit Committee – The Audit Committee's would like for the CEC to decide on hiring a CPA to do a review or an Agreed Upon Procedures. This will be brought up for discussion at a later date.

Chapter Recognition Points (CRP) - This year each of the VP's will be submitting their own CRP information into National's website. Ann welcomed each of the VP's and Committee Chairs to have all information and summaries for events sent to her in a timely manner. The 1st quarter chapter recognition points are due September 30th. Ann also mentioned when filling out the CRP's to pay attention to other categories some of the available points may cross over.

PDC – 8 members represented our chapter at this year's PDC. The expenses came in under budget. Next year's PDC will take place in New Orleans, Louisiana from June 21-24, 2009.

National Fraud Conference – National is providing one (1) hotel scholarship to each of the chapters to send a representative to the conference. This scholarship will be subject to the ethics ruling for someone to attend from our chapter. Further discussion will be needed.

Budget Adjustment Proposals –

1. Increase the Communications budget for the website by \$1,000
2. Increase the Community Service budget by \$500
3. Decrease TCTC net income from \$10,000 to \$9,000
4. Decrease Certification budget \$300 from facilities and \$200 from food for an overall \$1,550 budget.