

AGA New York Capital Chapter Executive Committee Meeting
June 11, 2008

ATTENDED: ✕ indicates present

Officers Attending:			
A. Zibella	✕ ☎ <input type="checkbox"/>	T. Melendez	✕ ☎ <input type="checkbox"/>
A. Marsh	✕ ☎ <input type="checkbox"/>	R. Harris	✕ ☎ <input type="checkbox"/>
B. Gee	✕ ☎ <input type="checkbox"/>	N. Van Hoesen	✕ ☎ <input type="checkbox"/>
J. Cox	✕ ☎ <input type="checkbox"/>	R. Mazula	✕ ☎ <input type="checkbox"/>
L. Brown	✕ ☎ <input type="checkbox"/>	K. Schumaker	✕ ☎ <input type="checkbox"/>
D. Rancy	✕ ☎ <input type="checkbox"/>	S. Ray	<input type="checkbox"/> ☎ <input type="checkbox"/>

Directors			
M. Abbott	✕ ☎ <input type="checkbox"/>	M. Lindemann	<input type="checkbox"/> ☎ <input type="checkbox"/>
C. Almonte	✕ ☎ <input type="checkbox"/>	K. Schanzenbach	✕ ☎ <input type="checkbox"/>
D. Dowd	✕ ☎ <input type="checkbox"/>	R. Sturm	<input type="checkbox"/> ☎ <input type="checkbox"/>
D. Hadley	<input type="checkbox"/> ☎ <input type="checkbox"/>	S. Taleporos	✕ ☎ <input type="checkbox"/>
M. Junco	✕ ☎ <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 out May 2005 policies and procedures with updates to CEC for feedback.	Brian Gee, Amanda Zibella	9/2/08
2	Send out letters to CPA firms.	Danielle Rancy	9/2/08
3	Provide name of possible auditor to Shelly Taleporos.	Brian Gee	8/7/08
4	Research QuickBooks on-line version and obtain the trial version.	Scott Ray, Kirk Schanzenbach	6/23/08
5	Operating Plans and Budgets are due to Amanda Zibella	VP's	6/25/08
6	Send the CEC list of Constant Contact bounce back e-mails and provide Shelly with changes	Shelly Taleporos	6/20/08
7	Send an e-mail to the Technology Committee with information about upcoming meeting with the web page vendor	Brian Gee	6/20/08
8	Send Laura Brown the information about National's membership due online payment issues and who to contact. (Contact Kim Ferguson at National)	Thalia Melendez	6/20/08
9	Send Suspended member list to CEC.	Thalia Melendez	6/20/08

Decisions Made

1	Motion: Use chapter profit to increase the 2007-2008 budgeted amounts for the PDC from \$2,700 to \$4,000, an increase of \$1,300 to cover the expenses for all five people attending. Motion by: Brian Gee, First by: Ray Harris Second by: Thalia Melendez, Opposed by: Roger Mazula, Motion Passed
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Other Meeting Notes:

Welcome – Discussion and introductions of new CEC members.

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.

Orientation for new board members will be held on June 17th, 12 pm at 110 State Street. This is open to all CEC members. Orientation will include information about chapter bylaws, strategic plans, roles and responsibilities of committee members, etc...

2008-2009 First Meeting - August 7th will be the first 2008-2009 Board meeting at the Desmond from 8am -12pm.

Constant Contact – S. Taleporos gave an update on Constant Contact. When the CEC decided to use Constant Contact, the Chapter signed up for a six month trial period. However, since our numbers are not as high as anticipated, we have a credit which will carry our service into the fall.

In general, the service is working well. Members have provided positive feedback. Currently, about 35-40 e-mails bounce back when sending the Constant Contact e-mail. This is due to invalid e-mails or agency fire walls. This list is being cleaned up to eliminate those which bounce back.

S. Taleporos will be working with D.Dowd to set up a "Welcome e-mail" with links to send out as new members join the chapter.

"Monthly Committee" E-mail – A suggestion was made to focus on a committee each month so members have the opportunity to learn about what the committees do in our organization and have the opportunity to learn and get more involved in the chapter. One or two committees will be showcased each month, Membership, Education and Community Service have volunteered to be first.

Upgrade the Appearance of the Display Board – A. Zibella is looking for a volunteer to update the display board to coincide with the AGA National video to be completed August 7th. R. Mazula volunteered.

Professional Development Conference – The winners of the AGA national awards have been announced. This year we have five members attending. B.Gee explained it is chapter policy to send the award winners to the PDC using the budgeted amount. This year, even when we factor in individual agency

support, there is not enough budgeted to cover the costs to send all five people to the conference. Since the chapter did very well financially this year, it was suggested we use some of the excess funds to increase the PDC budget. B. Gee made a motion to increase the budgeted amount from the 2007-2008 CEC budget for the PDC from \$2,700 to \$4,000, an increase of \$1,300 to cover the expenses for all five people attending. There was some discussion regarding the budget increase, the majority of CEC members agreed that there is a benefit to the chapter, not just these CEC members to attend the PDC. One opposed. With the suggestion the CEC consider a lottery to give away the hotel scholarships. The discussion continued suggesting it is an investment to have members of our CEC be present to identify topics and speakers for our education program, networking and to learn about best practices from other chapters. It was also mentioned that we have won an extraordinary amount of awards this year (5) and the individuals should be present to accept the awards for such hard work and volunteerism. These opportunities are open to all members. The motion was passed with one opposition.

Technology Update – B. Gee reached out to the vendors recommended by Aram Taleporos to get estimates on the cost of implementing the technology plan. He is waiting to hear back from one vendor who is interested. He will be arranging a meeting with this vendor to talk out the specifics of what is going to be needed and look at some samples the vendor has and obtain an estimate.

Membership Retention/Suspension – T. Melendez informed the CEC that the National website has been experiencing problems regarding membership renewals. There are 150 members listed on the suspension list, most of whom are OSC employees. OSC employees are not receiving their discount on the internet. This means there are a lot of members who have not renewed, but will be able to when the problem is corrected. Members are encouraged to call, e-mail or mail a check into National. It was suggested to post this problem and possible resolutions to the website so members are aware. T. Melendez will also request an updated suspended member list to re-distribute it to the CEC so the CEC can encourage colleagues on the list to renew their membership.