

**AGA New York Capital Chapter
2008 - 2009 Executive Committee Meeting**

Minutes from November 4, 2008 Meeting, 3:30 pm – 5:00 pm

Location: Department of Transportation, 50 Wolf Road, Room 1N02, Albany, New York

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Cox	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T. Melendez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Rancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. Van Hoesen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R. Mazula	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R. Harris	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Ray	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Schumaker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Brown	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Directors			
M. Abbott	<input checked="" 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"/>
M. Lindemann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Schanzenbach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R. Sturm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Taleporos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Zinzow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action Items

	Action Item	Responsible Person	Status/ Due Date
1	Draft policy on Equipment (laptop) use	Kirk S.	1/6/09
2	Send current policies and procedures to the vice presidents	Brian G.	12/20/08
3	Speak with Nicole V. about purchasing the chapter t-shirts	Amanda	12/1/08
4	Advertise membership campaign in E-mail/Newsletter	Danielle R./ Deanna D.	HOLD
5	Draft letter to the Ethics Commission	Amanda Z.	1/6/09
6	Send Amanda Z. a copy of the email from OSC Ethics	Ray H.	Complete
7	Make accepted changes to the new Internal Control Policy and Procedures and send to Laura to post to the web	Kirk S.	11/14/08
8	Contact Ann M. if you are interested in participating on the 2009-2010 CEC	CEC	11/14/08
9	Contact Thalia M. to verify location of Equinox Dinner Prep	Amanda Z.	Complete
10	Contact Thalia M. if you are interested in participating in the Equinox dinner preparation on November 24, 2008 from 5:45-8 p.m.	CEC	11/18/08
11	Send CEC the OSC Fall Conference schedule for volunteers to man the AGA booth.	Amanda Z.	Complete
12	Add membership update to the January CEC meeting agenda	Amanda Z.	1/4/09

Decisions Made

1	Motion: Accept Agenda Motion by: Scott Ray, Second by: Dwight Hadley, passed unanimously
2.	Motion: Accept the October 7, 2008 Minutes

	Motion by: Dwight Hadley, Second by: Scott Ray, passed unanimously
3.	Motion: Accept the Policy and Procedures for Internal Controls Over Receipts and Revenues with the changes to be made. Motion by: Dwight Hadley, Second by: Scott Ray, passed unanimously
3.	Motion: Adjourn Motion by: Dwight Hadley, Second by: Marcella Junco, passed unanimously

Other Meeting Notes:

Review of Action Items

- Amanda Zibella will contact Nicole Van Hoesen about purchasing the community service T-shirts.
- CPA Day will be planned for October 2009

Policy and Procedure

Kirk Schanzenbach led the CEC in a discussion of the new Policies and Procedures for Internal Control over Receipts and Revenues. Edits were made to the document. A motion was made to accept the policy with the edits made. The motion passed unanimously.

Invitation to Lead

Ann Marsh invited all of those currently on the CEC to contact her with their interests for participation in the 2009-2010 CEC.

Education

Government Finance Series, Part I, Government Accounting 101– The program went very well. There were 37 people in attendance. The evaluation average scored 4.65 out of 5.

Audio Conference November 12, 2008 – This will be held at both OSC and DOT. Currently there are 10 people signed up to attend.

Fraud Conference – This year's conference is being held at the Holiday Inn on Wolf Rd. So far 42 people are signed up; at least 30 more will be registering from OSC Audit and HHS.

Audio Conference December 12, 2008 - This will be held only at OSC.

Holiday Luncheon – This year's Luncheon will be held on December 11, 2008 at Wolfert's Roost. The guest speaker is Bobby Derrick, Past National AGA President and current AGA Field Representative.

Community Service

Ann Marsh gave the update on the St John/St Ann's Welcome Table. Ray Harris gave an update on the Fraud raffle for the Regional Food Bank. Amanda Zibella gave the update on the Community Gardens in Schenectady and informed the CEC the next event Equinox scheduled for Nov 24th. If anyone from the CEC or chapter is interested, contact Thalia Melendez.

Website

Amanda Zibella provided an update on the project to upgrade the website. Brian Gee has spoken with John Andrews who provided the website quote and discussed our concerns with costs and questions. John adjusted the quote to get the costs down to \$2,000. He will be building a front page, and 1-2 static pages which Laura Brown will maintain.

At this point, the committee is still looking into an e-commerce service to use when processing credit card transactions.

Miscellaneous

NLC National Award Submissions– 2 nominees were submitted: Distinguished Local Government Leadership Award for Mayor Brian Stratton, City of Schenectady; and the Private Sector Financial Excellence Award for Thomas Goodfellow, BST Advisory and TG Associates.

Newsletter –The newsletter will be issued soon.

Holiday Luncheon – Immediately following the Holiday luncheon, all CEC members are invited to discuss with Bobby Derrick how the chapter can engage employers to participate more

OSC Office of Operations Fall Conference will be held on Nov 17th and 18th at the Empire State Plaza in Albany. To volunteer at the AGA booth, contact Amanda Zibella.