

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

Minutes from October 7, 2008, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Cox	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
T. Melendez	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Rancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Directors			
M. Abbott	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Almonte	<input checked="" 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	Form sub-committee to gather information/facts relating to the reimbursement of travel costs to present to the Ethics Commission (See Other Meeting Notes – Ethics)	Brian G.	Complete
2	Draft a request for opinion to the Ethics Commission (See Other Meeting Notes – Ethics)	Brian G.	Complete
3	Draft policy on Equipment (laptop) use	Kirk S.	11/04/08
4	Send current policies and procedures to the vice presidents	Brian G.	11/04/08
5	Reach out to Marie Force to see who National uses for their web design.	Brian G	11/04/08
6	Gather estimates to purchase chapter t-shirts	Nicole V.	11/04/08
7	Bill OSC and DOT for their share of the audio conferences	Scott R.	11/04/08
8	Contact Ray H. if you would like to volunteer/contribute ideas for CPA Day	CEC	11/04/08
9	Advertise membership campaign in E-mail/Newsletter	Danielle R./ Deanna D.	HOLD
10	Send foil request list to CEC	Amanda Z.	11/04/08
11	If anyone knows of any upcoming agency or industry conferences coming up, let Ann M. or Rick S. know.	CEC	11/04/08
12	Tabled October Agenda Item – Kirk S. for New Policy and Procedures for Internal Controls	Amanda Z.	11/04/08
13	Draft letter to the Ethics Commission	Amanda Z.	11/04/08
14	Ask the State Education Department whether NYS accepts AGA National's audio conference CPE's for CPAs	Ann M.	11/04/08
15	If any member is interested in participating in the Nov. 1 community service, contact Nicole V.	CEC	11/1/08

Decisions Made	
1	Motion: Accept Agenda Motion by: Ray Harris, Second by: Dwight Hadley, passed unanimously
2.	Motion: Accept the September 2, 2008 Minutes Motion by: Dwight Hadley, Second by: Rick Strum, passed unanimously
3.	Motion: Adjourn Motion by: Marcella Junco, Second by: Linda Zinzow, passed unanimously

Other Meeting Notes:

Ethics

Kathleen O’Brien from the Office of the State Comptroller’s (OSC) ethics office joined the meeting to discuss the issues and questions the chapter is having regarding the revised section 73 of the current law pertaining to gifts of nominal value.

Kathleen was able to talk the Committee through some specific examples of what would and would not be acceptable for OSC employees. Other state agencies may have varying policies. She also discussed 3 possible options to assist the CEC:

1. Change the private sector members of the Chapter Executive Committee could become non voting members. This would satisfy OSC and would allow their employees to accept gifts as otherwise allowed by the State Ethics laws.
2. Revise the AGA policy to provide only the gifts that the law provides exceptions for which include the acceptance of a registration scholarship. and meals but no lodging or travel.
3. Kathleen suggested we provide a written request for an opinion to the Ethics Commission regarding some of the more specific questions and situations which may impact members of the Committee.

Overall consensus of the CEC is to form a sub-committee to draft a written request to the Ethics Commission for an opinion addressing some specific situations. Kathleen also extended the assistance of the OSC ethics office in drafting the letter.

Committee members who volunteered to take part in drafting the letter – Amanda Zibella, Brian Gee Linda Zinzow, Dwight Hadley, Rick Strum and Ray Harris.

Website

Brian Gee provided an update on the project to upgrade the website. He has spoken with John Andrews who provided the website quote and discussed our concerns and questions with John as posed in the September 2, 2008 Chapter Executive Committee (CEC) meeting.

The CEC had a discussion on whether the chapter would consider purchasing the software to create our own site. This would be a cost benefit to the chapter, reducing the cost by more than 80%. The idea of hiring a college student to create the design of the website was also mentioned.

This discussion was tabled until the November CEC Meeting

Awards

The award committee discussed the nominees for this year's national awards to be presented at the National Leadership Conference in February in Washington, DC. The following will be submitted:

Excellence in Government Leadership Award- Diana Jones Ritter, Commissioner, NYS Office of Mental Retardation and Developmental Disabilities.

Distinguished Local Government Leadership Award – Mayor Brian Stratton, City of Schenectady

Private Sector Financial Excellence Award – Thomas Goodfellow, BST Advisory and TG Associates

William R. Snodgrass Distinguished Leadership Award – TBD

Miscellaneous

Program Guide – The program guide has been distributed to our membership. Also, the guides were mailed to local CPA firms.

Newsletter – Roger Mazula is finishing up the newsletter. It should be issued at the end of the week.

Audio Conference – After the 1st audio conference being held at both the OSC and the Department of Transportation (DOT), all parties felt the program ran smooth and attendance was good for the DOT location.

The question was posed as to whether the CPE's given by National for the Audio Conference were acceptable to satisfy CPE requirements for NYS licensed CPA's. Some discussion was held and Ann Marsh will be contacting the State Board of Accountancy in the State Education Department to verify.

Community Service – The Diabetes walk went well. Donations can still be made on the website over the next four months. The next community service event will be on November 1st to help the Winter Garden Preparation with the Capital District Community Gardens. We will be cleaning two gardens in Schenectady beginning at noon. If interested, please contact Nicole Van Hoesen.

Kick-Off - 12 people attended the Kick-Off event at the Clarion hotel. The program went well and one new member joined the chapter.