

**AGA New York Capital Chapter  
2010 - 2011 Executive Committee Meeting  
Minutes for August 5, 2011 Meeting, 8:15 am  
Location: Wolfert's Roost, Albany, NY**

**ATTENDEES:**

<b>Officers Attending:</b>							
T. Melendez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L. Farruggia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Abbott	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Harrington	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Brown	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R. Harris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Calabrese	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R. Mazula	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Carver	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T. Seeberger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T. Davila Webster	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S. Taleporos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Directors Attending:</b>							
S. Baker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S. Ray	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Gee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K. Schanzenbach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Hasso	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Towle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Holder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Zibella	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Marsh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L. Zinzow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Attendees:

<b>Action Items</b>			
	<b>Outstanding Action Items</b>	<b>Responsible Person</b>	<b>Status/ Due Date</b>
1.	Look at Registrar Policy and suggest changes.	Brian Gee	September CEC Meeting
2.	Revise the PDC Attendance policy. Tabled until it is decided how this function will be accounted/budgeted for. (this is a placeholder so this task is not forgotten)	CEC	September CEC Meeting
3.	Create committee to increase membership.	Todd Seeberger	September CEC Meeting
4.	Review and update five year financial operating plan. Look at previous four community service events goal vs. actual number of community service events held now.	Anthony Calabrese	September CEC Meeting
5.	Create scholarship committee.	Thalia Melendez	September CEC Meeting
6.	VP's and Directors to give articles to Roger for Newsletter.	CEC	On-going
7.	Create membership survey on Survey Monkey	Todd Seeberger	September CEC Meeting
<b>Decisions Made</b>			
1.	<b>Motion:</b> To accept agenda. Motion Vote: Passed unanimously		
2.	<b>Motion:</b> To accept June minutes. Motion Vote: Passed unanimously		
3.	<b>Motion:</b> To pay for audio conferences costing \$6,350 with \$3,175 being paid by DOT & OSC. Capital NY AGA's portion is \$3,175. Motion Vote: Passed unanimously		
4.	<b>Motion:</b> To pass the overall Capital NY AGA overall budget and operating plan with the Communications budget adjustments. Motion Vote: Passed unanimously		
5.	<b>Motion:</b> To adjourn. Motion Vote: Passed unanimously		

## **Budget Amendments:**

No. 5—Communications Budget:

Add \$450 for Constant Contact if not included in the Marketing Budget.

Add \$200 for bulk mail license.

Total Communications budget increased \$650 and the Overall Budget increases to \$7,456.

## **Discussions Held**

### **1. Welcome**

This meeting was held to review the proposed budgets and operating plans and vote on the overall budget for the upcoming fiscal year.

### **Review of Action Items from Previous Meeting:**

No. 1- Look at Registrar Policy and suggest changes. Still in process

No. 2 - Suggest Topic idea for October event and forward to Brenda Carver. DONE

No. 3 - Revise the PDC Attendance policy. Tabled until it is decided how this function will be accounted/budgeted for. (this is a placeholder so this task is not forgotten) STILL TABLED

No. 4 - Purchase item for PDC Silent Auction. A Derek Jeter jersey and NYY hat was donated to the silent auction. These items raised \$375 at the PDC.

### **Vote on Audio Conference Purchase**

The audio e-vote was discussed. One person abstained from the e-vote. Brian Gee is going to monitor attendance at the audio conferences to see if value is being had for the cost of the audio conferences. Mike Abbott mentioned that he had analyzed the attendance at the audio conferences two years ago. The results at that time indicated that the cost was worthwhile.

### **2. Awards & Recognition**

- There were no comments for this budget.

### **3. Audit Committee**

- Mike Morrell will perform a review of the financial statements. This should be completed by the end of September 2011.

### **4. Certification**

- Two classes are set up for the CGFM certification: Part 2 and Part 3. Thalia reported that they are looking for an instructor for Part 1. Instructors for Part 2 are Dave Hasso and Suzette Baker. The instructor for Part 3 is Mark Mitchell. Jill Flinton is going to be approached about teaching Part 2 – Federal Accounting.
- CGFM Part 2 Book is being revised. The revised Book 2 will be purchased for the library.
- The Rome Chapter was looking to come to the review courses but they wanted to attend via audio conference. This option is not currently available.
- Looking to revive the on-line study group which includes sponsoring student memberships for the student's active participation on the on-line study group. The current student membership price is \$30 each and we budgeted \$90 for this initiative.
- The revenue is due to the review classes.
- Supplies for this category are for books for the review classes and the library.
- We will continue to co-sponsor part of the Certification panel with the other associations.
- Sales to members is for selling the CGFM books only.

## **5. Communication**

- Constant Contact is thought to be in the Marketing Budget but it is not absolutely known therefore \$450 may be added to the Communications budget.
- There will be five (5) newsletters. Roger is always looking for member items. Each VP needs to give Roger an article. Dave Hancox has agreed to be the Page 3 author. For any AGA function or activity, take pictures and forward them to Roger for inclusion in the newsletter. Due dates for the newsletters is two (2) weeks before the end of the previous month. For the September/October newsletter, the deadline is the 3<sup>rd</sup> week in August.
- Our chapter has a Facebook page and a Twitter account. Additional pictures are needed for these sites.
- The \$300 in the Communications budget is for a possible software purchase.
- There is a bulk mail license that is approximately \$200. This is being added to the Communications budget.

## **6. Community Service**

- The first community service event for this fiscal year was held August 4, 2011 at WMHT. There were nine (9) participants and \$3,555 was raised for WMHT.
- Some of the past community events were removed due to lack of participation and some new events were added.
- American Diabetes Association (ADA) cancelled their walk this year. Shelly is now planning to walk in the Juvenile Diabetes Research Foundation (JDRF) walk instead. The ADA walk will be replaced with the JDRF walk. The JDRF walk is September 25, 2011.
- Taryn looked into potentially doing the Heart walk.
- The Capital City Rescue Mission event is scheduled for September 22, 2011. At this event, we help serve dinner to attendees. Some of the other community service events being planned include: Adopt a Family, Regional Food Bank, and Bowl for Kids Sake.
- The flower sale will be going back to January which benefits the Adopt a Scholar program.
- Big Brothers/Big Sisters is scheduled for March. Also, the Holiday Lights in the Park is being considered for December which benefits the Albany PAL program.
- The Community Service budget includes the Golf Outing. The Golf Outing usually costs the AGA \$150.
- Taryn is considering purchasing t-shirts for members who participate in community service events. It would be one t-shirt per member. Approximately 30 t-shirts are being considered.
- The performance indicator for Community Service is four (4) events.
- In an effort to increase community service event participation, it was suggested board members attend a couple of events.

## **7. Education & Programs**

- The September Kick Off event is planned and will feature Jim Cox on "How Did I Got to Be Me". Another "How Did I Got to Be Me" event is planned for October featuring Andy Sanfilippo.
- January 12, 2012 is a full day accountability event at the Holiday Inn. Bob Attmore will be presenting along with other invitees.
- TCTC has a meeting coming up on August 9<sup>th</sup>.
- The Chapter Holiday Luncheon is already booked along with the Awards Luncheon

## **8. Marketing**

- National AGA is holding a Membership Centric webinar on August 9<sup>th</sup>. Shelly is preparing a Citizen Centric report for our Chapter.
- Suzette Baker reported that OSC prepares Citizen Centric reports. The chapter can receive points for this activity.

- We would like to utilize Facebook and Twitter more. There is a possibility of holding a raffle for members who “like” us on Facebook. The administrators for the Facebook page are Shelly and Roger so far.
- Printing costs include the Citizen Centric report, brochures and any new publications such as CGFM and membership information.

## **9. Membership**

- Membership is at approximately 220 members. Membership has dropped substantially. The Advantage program is not being supported at many state agencies. Some members at OSC paid their \$45 Advantage program amount; they will be billed the remaining amount since OSC is not participating in the Advantage program this year.
- There is a possibility of starting up student chapters. This is being looked at for St. Rose and Siena colleges.
- Two scholarships have been added. These are for **\$500** each and are available to members or family members.
- September 15, 2011 is the Kick-Off Breakfast. Each VP is asked to talk a little about what they do.
- For Early Careers, Ashley was the contact person last year. Dave Roberts of DOT is a possible person to assist with Early Careers.
- A membership survey will be developed and sent to members.

## **10. Budget & Finance/Governance**

- Financial Statements will be prepared for January, April and August and will be shared with the CEC.
- The long-term financial plan should be reviewed.
- There are several outstanding invoices: the FBI still owes us for attendees at the Fraud Conference, DOT owes \$500 for audio conferences, and Brian is reconciling the Wolfert’s Roost account.
- The PO Box rental is included in this budget.

## **11. Governance**

- AGA’s National President will be at the January 20, 2011 AGA Accountability conference. Thalia hopes to arrange for the CEC to have dinner with the National President.
- Affiliations of the chapter are in this budget.
- This budget includes \$350 for the audit review.

## **12. Wrap-Up**

- CEC voted on the overall budget and operating plan.
- All CEC meetings will be held on the 1<sup>st</sup> Floor at OSC from 8-9:30am.
- Upcoming Events:
  - Kick-Off Breakfast at Wolfert’s Roost—September 15, 2011
  - Capital City Rescue Mission event—September 22, 2011
  - JDRF Walk—September 25, 2011
- The meeting was adjourned.