

AGA New York Capital Chapter
2009 - 2010 Executive Committee Meeting
 Minutes for August 6, 2009 Meeting, 8:00 pm – 11:30 pm
 Location: Wolferts Roost Country Club, Van Rensselaer Blvd., Albany, NY

ATTENDEES:

Officers Attending:			
A. Marsh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Zibella	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Taleporos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Schanzenbach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T. Melendez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Coons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Directors Attending:			
S. Ray	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Almonte	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Franklin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Hancox	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Junco	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Others In Attendance:

Ashley Weil
 Anthony Calabrese

Action Items			
	Action Item	Responsible Person	Status/ Due Date
1.	Resend Audit Committee procedures for all to review and review actual procedures.	Rick Sturm	On going
2.	Need date from Lynn Canton for CGFM Course 1. Book will be included in the course costs.	Thalia Melendez	
3.	Work with Mike Abbott regarding CPE's for CGFM Course 1.	Thalia Melendez	
4.	Need to let Laura Brown know of any changes that are needed on the website. Ann Marsh, Shelly Taleporos and Ray Harris are to be cc'd on messages to Laura.	All	On going
5.	Check to see if people are receiving AGA e-mails.	Marcella Junco/Shelly Taleporos	
6.	To put an analysis together to illustrate the "cost savings" of being an AGA member.	Marcella Junco	
7.	Tabled the discussion over the \$20 rebate and advantage program.	Ann Marsh	
8.	Will e-mail Agency Directors to invite them to attend AGA's Kick Off Breakfast being held September 1, 2009.	Sigrid Coons	
9.	To rework the wording and finalize Captain program.	Ray Harris	
10.	Tighten up collection of payments from non-members	Kirk Schanzenbach	
11.	Photo Directory creation. To be discussed further.	Sigrid Coons	
12.	Distribute revised Budget and Operating Plan at next Meeting.	Ann Marsh	09/09/2009

Decisions Made	
1.	Motion: To accept amended agenda. Brian Gee requested to speak about the Budget after Awards and Recognition on the agenda. Motion by: Passed unanimously
2.	Motion: To accept June 10, 2009 minutes.

	Motion by: Passed unanimously
3.	Motion: To accept \$400 budget change to Awards and Recognition Plan. Motion by: Passed unanimously
4.	Motion: To accept having a review performed for the 2008-2009 year. Motion by: Passed unanimously
5.	Motion: To accept Operating Plan and Budget Changes with revisions noted Motion by: Passed unanimously
6.	Motion: To adjourn Motion by: Passed unanimously

Discussions Held

1.	Discussion was held about the Operating Plan for the upcoming AGA year.
	Awards and Recognition Plan—Brian Gee —Awards are handed out at the NLC, PDC, June Luncheon and DOB. The Awards and Recognition team is starting to look at awardees for NCL. Ray Harris to look at National AGA website and share where the Awards button is. Ray asked if we could get sponsors for the awards. Awards and Recognition adjusted their budget to be approximately \$400 less than the operating plan shows.
	Budget—Brian Gee —The numbers presented are conservative in the Draft Budget. Discussion was held about the feel of the agencies for sending employees to training. OSC and DOT have money available. In addition, Valt funds are available until the allotment is used up. It was noted that the Budget should not supersede program desires.
	Audit Committee—Rick Sturm —Is looking for guidance...has a list of audit procedures and will resend them to the Board for comment. <ul style="list-style-type: none"> • Understands we need to hire an auditor for an audit of last year's financials. Members stated we do not. There was discussion as to why we hired an auditor in previous years. Every third year we hire an auditor for an auditor review/audit. There was discussion that other organizations do not perform an audit. It was asked if we needed an audit review for this past year since an audit was performed three years ago. • We do collect CPA information on all registrations. It may be productive to reach out to those that are CPAs. Also, we could reach out to Accounting students. We could offer CPE credits. It was also mentioned that in the past we have paid \$800 for the audit. • If we can't find someone to perform the audit, a peer review would be an alternative. • The budget for Audit Committee falls under the Governance Category. • Members are needed for this committee.
	Certification—Thalia Melendez —CGFM training is very expensive. Part 2 costs \$7,500. Looking to Lynn Canton to present training for Part 1. Costs would include food for continental breakfast, snacks, and the book. <ul style="list-style-type: none"> • From the Part 1 that was held two years ago, a small number of members completed the certification. • CGFM certification will be promoted at the Kick Off breakfast. • Certification budget was adjusted as follows: \$100 for revenue, \$500 for food rather than \$1,500
	Communication—Roger Mazula —Will work with Shelly on the website and on sending bi-weekly and monthly communications. National AGA is looking at new criteria for newsletters. <ul style="list-style-type: none"> • There needs to be more communications/news. National AGA has a news button we can post to. • It was asked where the TCTC website is. • Also, it was asked if we had counters on the revised website. Currently, there are no

	<p>counters but they can be added easily.</p> <ul style="list-style-type: none"> • Communication budget was adjusted as follows: add \$450 for website fee, \$300 for constant contact. Postage serves as a placeholder.
	<p>Community Service—Nicole Van Hoesen—Six members attended the 8/4/2009 WMHT donor drive. The Capital City Rescue Mission event will be held in October. A new event, Wounded Warriors has been added to the schedule and the Bowl-A-Thon has been dropped.</p> <ul style="list-style-type: none"> • The website should be updated with upcoming events and outdated events should be taken off. • Community budget: no adjustments.
	<p>Education & Programs—Mike Abbott—Will be offering 61+ CPEs.</p> <ul style="list-style-type: none"> • The August topic will not be held. For the Fraud Conference—it will be 2 days, saved money by moving the event to the State Plaza, two additional associations want to join for the 2 days. Fraud has typically had good attendance. • For Audio Conferences—12 are scheduled with at least 2 additional audio conferences being considered. Will continue to offer Audio Conferences at two locations—DOT and OSC. An average of 12 attendees at DOT location and 14 attendees at OSC location. It was mentioned that when audio conferences were held at KPMG, the room was full. • It was suggested that NYSCPA society is always looking for CPEs and we should reach out to non-certified people to attend trainings even though they do not need CPE's. • For the IMA conference, it may go towards Ethics. It was stated under our license, we may not be able to offer Ethics CPEs. • A general comment was made that people don't join AGA because there is no perceived benefit. A suggestion was made to have a member's only conference. Also, various agencies have different "rules" to attending trainings and even within an agency there are different rules to attend trainings. It was, also, mentioned that Professional Leave could be an option for employees to use to attend trainings. • There was some discussion of doing an analysis of value, lower price for membership cost per CPE. This analysis makes for a delicate situation amongst and between the other organizations. • Keeping \$9,000 for the TCTC. There was possible talk of decreasing the registration fee for the TCTC by the TCTC committee. It was reported the TCTC is well below their budget. • Education & Programs budget was adjusted as follows: Audio Conference should be \$2,400.
	<p>Marketing—Ray Harris—</p> <ul style="list-style-type: none"> • Citizen Centric report is a new function. Hope to be doing this by fall and would like our chapter to take a leadership roll in this for all chapters. • Agency Captains—this is a new initiative to attempt to publicize our association better. It was suggested this initiative be named AGA Captains Program since the association represents more than just state agencies. The program description will be reworded and a plan will be developed. Reference will be made to the recent survey for some guidance.
	<p>Membership—Sigrid Coons—There are 271 active members. For the last two years, we have lost 81 members in 2008 and 94 members in 2009. We are down 175 members. Agencies are not paying for people's memberships. This could put us in a different group for National competitions.</p> <ul style="list-style-type: none"> • Kick Off Breakfast is a priority. Directors at agencies will be invited to attend the Kick Off Breakfast. A board member will be assigned to each Director who attends. • The points program is very labor intensive. • There was talk of creating a photo directory. This will be addressed at another CEC meeting.

	<ul style="list-style-type: none"> • It was brought up that younger generations are very into face book and twitter. This may be an option for the association to consider putting our association on. It was suggested we consider linking our website to LinkedIn. • For Early Careers—working to reach out to colleges and possibly encouraging students to participate on our various committees. • There was a discussion about the \$20 rebate. This should be removed. It causes an issue with the Advantage program when someone joins partway through the year.
	<p>Chapter Recognition Program (CRP)/Website Updates—Shelly Taleporos—Each Vice President will enter their points for the CRP competition. The first submission is due September 30, 2009. There don't seem to be any major changes to the program.</p> <ul style="list-style-type: none"> • Status of Website changes—received a few change requests, it was asked if printing can be made so all words will show on the page. Website changes can go directly to Laura Brown.
2.	<p>Wrap Up—Ann Marsh—Governance piece is in the Operating Plan.</p> <ul style="list-style-type: none"> • Did budget \$500 for an audit. Some things are overstated and are likely to be less. • The National PDC budget was adjusted downward. Potentially less people to attend. Also, PDC is being held in July 2010 next year. • Nothing is budgeted for NLC. We should be receiving a room scholarship for NLC.
3.	<p>Next Meeting: September 9, 2009 at NYS Dept. of Labor 3:30 pm-5:30 pm, Room 540a</p>

Other Meeting Notes: