

**AGA New York Capital Chapter**  
**2009 - 2010 Executive Committee Meeting**  
**Minutes for September 9, 2009 Meeting, 3:30 pm – 5:00 pm**  
**Location: NYS Department of Labor, Albany, NY**

**ATTENDEES:**

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

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

Others In Attendance:

<b>Action Items</b>			
	<b>Action Item</b>	<b>Responsible Person</b>	<b>Status/ Due Date</b>
1.	Resend Audit Committee procedures for all to review.	Rick Sturm	On-going
2.	Check to see if people are receiving AGA e-mails.	Marcella Junco/Shelly Taleporos	10/13/2009
3.	To put an analysis together to illustrate the “cost savings” of being an AGA member.	Marcella Junco	10/13/2009
4.	Tabled the discussion over the \$20 rebate and advantage program.	Ann Marsh	On-going
5.	To finalize Captain program.	Ray Harris	10/13/2009
6.	Grant Rick Sturm access to checking account.	Scott Ray	10/13/2009
7.	Regarding Budget—obtain clarification on \$1,000 “Other Program, Revenue needs clarification, Golf Outing, Holiday Luncheon, Kick Off Breakfast questions	Kirk Schanzenbach	10/13/2009
8.	Follow-up with Directors invited to Kick Off Breakfast. Also inform them we will be sending the Program Guide when it is available.	Sigrid Coons and Host/Hostess	10/13/2009
9.	Finalize 3 programs for Program Guide and submit to Roger Mazula.	Mike Abbot	9/23/2009
10.	Send back-drop CPA contract info to Mike Abbott and Sigrid Coons.	Thalia Melendez	10/13/2009
11.	E-mail CGFM training announcement to Local Government and back-drop contractors.	Ann Marsh	10/13/2009
12.	Put CGFM book loan policy on the website.	Thalia Melendez/Laura Brown	10/13/2009
13.	Check with Brian Gee about OMRDD’s suspended members.	Sigrid Coons	10/13/2009
14.	Long-term goals of chapter, member centric report, strategic plan updates.	All	On-going
15.	Reporting of Points to National	Vice Presidents	By 9/30/2009

<b>Decisions Made</b>			
1.	<b>Motion:</b> To accept amended agenda. Motion: Passed unanimously		
2.	<b>Motion:</b> To accept August 6, 2009 minutes. Motion: Passed unanimously		
3.	<b>Motion:</b> To adjourn. Motion: Passed unanimously		
<b>Discussions Held</b>			
1.	<b>There were some follow-up discussions about some parts of the Budget for the upcoming AGA year.</b>		
	<p><b>Budget</b>—\$1,000 under Education-Other Program may be a duplicate entry. Also, for the Kick-Off breakfast there were no revenue or expenses included in the other category, there are no Golf Fees and for the Holiday Luncheon, the figures appear to be only AGA's share. Kirk will discuss these items with Brian Gee to obtain clarification.</p>		
2.	<p><b>Audio conferences were held in</b> July, August, and September. No revenue was collected for these events as attendees were all members or employees of OSC or DOT.</p> <ul style="list-style-type: none"> <li>Attendance was as follows: <b>July</b>--12 at DOT, 13 at OSC; <b>August</b>--11 at DOT, 25 at OSC; <b>September</b>--6 at DOT, 5 at OSC</li> </ul>		
3.	<p><b>The Kick-Off Breakfast had 34 attendees.</b></p> <ul style="list-style-type: none"> <li>For the invited Directors that attended, each Hostess/Host needs to follow up with their assigned person to see if they have any further questions and also to let them know we will be e-mailing our program guide when it is available.</li> <li>A suggestion was made to consider these Directors for membership to the AGA Board if they are interested in the association.</li> </ul>		
4.	<p><b>Program Guide</b>—There are 3 programs to be finalized. It should take approximately 2 weeks to finalize. Then the document needs to be forwarded to Roger Mazula so he can get the information to the printer. The program guide is usually available by our Kick-Off event.</p> <ul style="list-style-type: none"> <li>It was communicated that CPA firms send younger staff to AGA trainings to introduce them to attending trainings, networking, and for the low costs of the CPEs.</li> <li>Larger firms hold their own trainings.</li> <li>Smaller firms that are doing governmental work may be a place to go to generate new interest. OGS has a back-drop contract.</li> <li>Tom Goodfellow and Dave Hasso are possible contacts at the NYS of CPAs.</li> <li>ARRA is the next big event that is coming up.</li> </ul>		
5.	<p><b>Discussion was held about partnering with <u>IMA</u> on 2 events</b>—They are willing to make the event available to us. They will include our name on their event brochure and we will include their name on one of our event brochures.</p>		
6.	<p><b>Holiday Party</b>—It was suggested that IMA may want to participate. This would be 5 organizations. Historically the cost to each organization has been between \$300-\$500.</p>		
7.	<p><b>Technology Conference</b>—IIA coordinates this event and has asked if our chapter would like to participate. The decision was to not participate but we offered to publicize the event to our members.</p>		
8.	<p><b>Certification Course</b>—Being held October 14<sup>th</sup>. Two people have signed up as of 9/9/2009.</p> <ul style="list-style-type: none"> <li>Discussion was held about requiring payment prior to the event. In the past this has not been a requirement.</li> <li>The concern centered around the materials that had to be ordered in advance to have them available for attendees.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Two sets of books will be ordered and registration prepayment will continue as originally planned for this event.</li> </ul>
9.	<b>CGFM Book Loan Policy</b> —It was suggested the policy be posted on our website.
10.	<b>Long-Term Goals of the Chapter</b> —Member Centric Report <ul style="list-style-type: none"> <li>• According to Ray Harris, this is to be developed by this fall for our chapter.</li> <li>• There was discussion held about 20 year goals and 10-20 year goals to compliment the strategic plan and expound upon the strategic plan.</li> <li>• Also, we should be looking to develop a vision for future years and tie this into our mission.</li> <li>• Various members are taking a section to look over and update. This will be reviewed at a later time.</li> </ul>
11.	<b>Membership</b> —Current membership is 297 as of 9/9/2009. <ul style="list-style-type: none"> <li>• Sigrid Coons shared the list of suspended members.</li> <li>• There is concern about our membership level at National.</li> <li>• Students from colleges are offered membership at the rate of \$30.</li> <li>• AGA has student scholarships. There is a \$250 scholarship from National.</li> <li>• Sigrid and Ashley are going to Career Days at Siena College (in September) and SUNY Albany (in November).</li> </ul>
12.	<b>Entry of Points</b> —Need to be entered by September 30, 2009. Need to be sure to look through all areas to see if your activity qualifies in more than one section.
4.	<b>Next Meeting:</b> May be October 13, 2009 at NYS Dept. of Labor 3:30 pm-5:30 pm

**Other Meeting Notes:**

Upcoming Events—Golf Tournament, Walk for Diabetes

Debbie needs someone to over Secretary duties at the October meeting.