

**AGA New York Capital Chapter
2009 - 2010 Executive Committee Meeting
Minutes for November 10, 2009 Meeting, 3:30 pm – 5:00 pm
Location: NYS Department of Labor, Albany, NY**

ATTENDEES:

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

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

Others In Attendance:

Action Items			
	Action Item	Responsible Person	Status/ Due Date
1.	Grant Rick Sturm access to checking account.	Scott Ray	12/08/2009
2.	Put CGFM book loan policy on the website.	Thalia Melendez/Laura Brown	1/12/2010
3.	Long-term goals of chapter, member centric report, strategic plan updates.	All	On-going
4.	Mike Morrell has all information and will be starting the review for the fiscal year ending June 30, 2009.	Brian Gee	12/31/2009
5.	Develop policy regarding speakers' not receiving payment that want to attend other parts of event.	Ray Harris/Brian Gee	12/08/2009
6.	Develop a cost analysis promotional paper.	Marcella Junco/Ray Harris	12/08/2009
7.	Post cancellation and no show policy on the web.	Laura Brown	12/08/2009
8.	Include cancellation and no show policy on all event flyers.	All	On-going
9.	Follow-up with NYS Dept. of Labor regarding outstanding invoices for AGA memberships.	Shelly Taleporos	12/08/2009
10.	Look at developing method to follow-up with members who have not renewed their membership.	All	On-going
11.	Follow-up on AGA "Accountability Outreach Chair" position with Lynn Canton.	Ray Harris	12/08/2009

Decisions Made	
1.	Motion: To accept agenda as presented. Motion by: Passed unanimously
2.	Motion: To accept October 13, 2009 CEC minutes. Motion by: Passed unanimously
3.	Motion: To accept audit committee procedures with change that audit committee to have read-only access to checking account. Motion by: Passed unanimously

4.	<p>Motion: To authorize CGFM Course 2. Motion by: Passed unanimously</p>
5.	<p>Motion: To adjourn. Motion by: Passed unanimously</p>
<h2>Discussions Held</h2>	
1.	<p>Review of Action Items</p> <ul style="list-style-type: none"> • Discussion about the Audit committee tasks was held and approved with one modification. The Audit committee will have read-only access to the checking account. • Mike Morrell will be performing a review for the chapter fiscal year ended June 30, 2009. He has been given all information. The review is expected to be completed by 12/31/09. • Thalia Melendez will get the information on the CGFM book loan program to Laura Brown for posting on the website. • Ann Marsh sent the program guide to CPA firms. One person is planning to join from the Audit Director list.
2.	<p>Education</p> <p>Events Held:</p> <ul style="list-style-type: none"> • The GFM Course 1 was held October 14, 2009. People are eager for the next course. • NYSICA/joint event, held October 27, 2009, had approximately 200 people attend • IMA/joint tax event, held November 3, 2009, had approximately 50 attendees. Three AGA members attended. <p>Upcoming Events:</p> <ul style="list-style-type: none"> • The annual Fraud Conference will be held on November 23rd and 24th. Registration has surpassed 100. Have added a buffet lunch to the program. • The audio conference, being held November 18, 2009, has 11 participants registered. • The Holiday Luncheon, being held December 10, 2009, has 2 participants registered. • CPA Day—speakers are lined up. AGA will join with the State Society of CPAs in presenting this event. <p>Cancellation/No Show Policy:</p> <ul style="list-style-type: none"> • Issue about Cancellations— an attendee claims they attempted to cancel their attendance at an event. No one has a record of receiving this request. Our programs currently do not list a contact name for cancellations. A cancellation statement should be added to all event flyers. • The No Show policy should be reviewed to make sure it is still on our website and should be included on all event flyers. <p>Attendance Policy for Non-Paid Speakers:</p> <ul style="list-style-type: none"> • Discussion was held regarding non-paid speakers attending the remainder of the event for free. • Policy needs to be developed addressing non-paid speakers and their requests to attend the conference at no-charge in instances when there are multiple speakers and when the request is for a subsequent day in which they are not scheduled to speak. This is a rare request. <p>GFM Certification:</p> <ul style="list-style-type: none"> • The GFM Course 1 had 17 sign up, 3 no-shows that haven't paid. 4 non-members attended. • Course 2 is being held January 19 and 26, 2010 at OSC. Thalia has three volunteers

	<p>to teach the course. Participants will earn 16 CPEs. The cost is \$125 for members, \$175 for non-members.</p> <ul style="list-style-type: none"> • Thalia is looking for 2” or 3” binders for the course material.
3.	<p>Membership</p> <ul style="list-style-type: none"> • As of today, we have 303 members. One new member joined in October. • Need to develop a more formal process to follow-up with members who did not renew such as e-mail, benefits of membership, call. • Need to put together cost analysis/promotional paper/brochure.
4.	<p>Captains Program</p> <ul style="list-style-type: none"> • The program is up and running. If you know of anyone to add as a contact person, let Ann Marsh or Ray Harris know.
5.	<p>Chapter Treasurer Update</p> <ul style="list-style-type: none"> • Kirk asked that each VP look at their budget and expenditures. • There is a \$2,184 loss to the chapter. There could be some bills outstanding. • The chapter bills NYS DOT as audio events are held. • There are several outstanding invoices from NYS Dept. of Labor.
6.	<p>AGA National Initiatives</p> <ul style="list-style-type: none"> • AGA National has developed a new chair position: “Accountability Outreach Chair.” • A couple of chapters have implemented this initiative. • We are looking for an individual to perform the duties of this initiative. • Ray Harris thought Lynn Canton may be a person for this position.
7.	<p>Community Service</p> <ul style="list-style-type: none"> • Need additional help with the Equinox event being held November 23, 2009 on the Concourse.
	<p>Next Meeting: January 12, 2010 at NYS Dept. of Labor 3:30 pm-5:00 pm</p>