

**AGA New York Capital Chapter  
2008 - 2009 Executive Committee Meeting  
Minutes from January 6, 2009 Meeting, 8:00 am – 9:30 am**

**Location: Department of Transportation, 50 Wolf Road, Room 1N02, Albany, New York**

**ATTENDED:**

<b>Officers Attending:</b>			
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 checked="" type="checkbox"/>	<input type="checkbox"/>
N. Van Hoesen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R. Mazula	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R. Harris	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
S. Ray	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Schumaker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Brown	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<b>Directors</b>			
M. Abbott	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Almonte	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Dowd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Hadley	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M. Junco	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M. Lindemann	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
K. Schanzenbach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R. Sturm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Taleporos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Zinzow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Also in Attendance: Heidi Nark, early careers member**

## Action Items

	<b>Action Item</b>	<b>Responsible Person</b>	<b>Status/ Due Date</b>
1	Draft policy on Equipment (laptop) use	Kirk S.	2/3/09
2	Send current policies and procedures to the vice presidents	SBDC	4/7/09
3	Draft letter to the Ethics Commission	Amanda Z.	2/3/09
4	Make accepted changes to the new Internal Control Policy and Procedures and send to Laura to post to the web	Amanda Z.	2/3/09
5	Contact Ann M. if you are interested in participating on the 2009-2010 CEC	CEC	2/3/09
6	Work with Thalia Melendez to develop an article for the CGFM to be emailed in Constant Contact.	Shelly T.	2/3/09
7	Follow-up with Brian Watson to determine if AGA National has a list of members who have completed parts of the CGFM exam, but not all of them.	Thalia M.	2/3/09
8	Follow-up with the Comfort Inn regarding the \$80 refund from the Membership Event	Danielle R.	2/3/09
9	Review the welcome packet created by the membership committee	Amanda Z.	2/3/09
10	Submit an article from the membership committee to Roger Mazula for publication in the newsletter	Danielle R.	1/12/09
11	Arrange a meeting with OSC to discuss the Advantage Program for the upcoming year	Amanda Z.	2/3/09
12	Re-invoice DOT for audio conferences held and include the upcoming February audio conference	Scott R.	Complete
13	Invest the Chapter's reserve funds in CD's as previously approved by the CEC.	Scott R.	2/3/09
14	Generate invoices for the other chapters involved in the Certification Panel event	Scott R.	2/3/09

15	Ensure that the sponsorship income from KPMG is properly split between the chapter and the TCTC.	Scott R.	Complete ?
16	Contact OSC regarding their receivable for Audio Conferences	Brian G.	2/3/09
17	Check on press release for Brian Stratton's AGA National Award	Ray H.	2/3/09
18	Add outstanding Achievements in Government Accountability Award information in the next constant contact email	Shelly T.	2/3/09
19	Work together to send out an AGA email to the FOIL email list for our local award, Outstanding Achievements in Government Accountability.	Ann M. / Brian G.	2/3/09
20	Ask Mary Peck about registration/payment information from last year's TCTC	Brian G.	2/3/09
21	Develop list of professors in the area to offer AGA's new professor e-membership	Deanna D.	2/3/09
22	Add e-membership on the next agenda	Amanda Z.	2/3/09

### Decisions Made

1	Motion: Accept Agenda Motion by: D. Hadley, Second by: D. Dowd, passed unanimously
2.	Motion: Accept the November 4, 2008 Minutes as amended Motion by: Dwight Hadley, Second by: Rick Sturm, passed unanimously
3.	Motion: Write off small receivables that are old and not material Motion by: A. Marsh, Second by: R. Sturm, passed unanimously
4.	Motion: Reserve \$200 to use if needed to reimburse for travel for Brian Stratton to NLC to accept AGA National Award. Motion by: A. Marsh, Second by: D. Dowd, passed, two opposed (R. Mazula, R. Sturm)
5.	Motion: Adjourn Motion by: D. Hadley, Second by: L. Zinzow, passed unanimously

### Other Meeting Notes:

#### Review of Action Items

- The November 4, 2008 minutes were accepted with a change. Under motion #2, the date needs to be changed from Sept 2, 2008 to Oct 7, 2008.
- Amanda Zibella and Nicole Van Hoesen looked into the cost of purchasing the T-shirts for community service events. They decided on holding off purchasing the T-shirts because the price was approximately \$400 for 56 shirts, which they felt was too high.

#### Certification Committee

Thalia Melendez updated the CEC on the status of the Operating Plan for the Certification Committee. Mark Mitchell will be working with the committee to once again to obtain designation of March as CGFM month. The committee is also pursuing the purchase of another set of review materials for the CGFM exam, giving the chapter a total of 3 sets. CGFM renewal will begin in March. There have been no new CGFMs, however, Thalia will contact Brian Watson at AGA National to see if there is a

list of members who have completed parts of the exam, but not the entire exam. The committee is considering looking into holding their own review courses for the exam.

### Membership Committee

Danielle Rancy provided the CEC an update on the Membership Committee's Operating Plan. Danielle will be following up with the Quality Inn to determine the status of the \$80 refund as a result of the kick-off event. The CPA breakfast that was being planned is on hold until after April. . The committee is preparing a welcome packet to be sent to new members. Amanda Zibella will review the welcome packet. OSC departments are considering not participating in the Advantage program in the next year as a cost saving measure. Amanda will set up a meeting to discuss the Advantage program with OSC. Ray has drafted a promotional item that could be sent to all agencies with the idea of marketing the training and demonstrating the cost savings of being a member through the Advantage program. Danielle noted that the suspended members list is not completely accurate and some members who are on the list have already paid.

### Website Update

John Andrews will no longer be doing the website for the chapter due to his other engagements. However, he has offered to provide the chapter with all of his work that he has already completed at no charge. Brian Gee is finding another person to pick up where John left off and finish the website.

### Budget and Finance Committee

The Budget and Finance Committee updated the CEC on the financial status of the chapter. Overall, the chapter is in good financial standing. There has been a change in the accounting methods. Revenues and expenses for joint events are now being recorded in total (as opposed to just the chapter's share), with the other organizations shares being shown as an expense. Also the audio conference revenues and expenses are shown in total rather than allocated throughout the year. Due to the ethics rules, the PDC expenses may not materialize this year. Also the \$6,000 budgeted for the website will not cost the chapter as much as expected. The CEC voted to write off small immaterial receivables that are old and will not materialize. The cash reserve has not yet been invested.

### Awards

Schenectady Mayor Brian Stratton will be receiving the Local Distinguished Leadership Award at the AGA National Leadership Conference (NLC) in February. Ray will check on a press release for the Mayor's award. Nominations are being accepted for the chapter's Outstanding Achievements in Government Accountability Award and the content for the award can be found on the website.

### Miscellaneous:

- Upcoming Community Service Events:
  - The VITA program is currently underway providing income tax assistant to those who need it. Please contact Wally Donnelly if you would be interested in participating.
  - The annual flower sale has been postponed until March. The Valentines for Vets event will be in February.
- Deadline for articles to be submitted for the newsletter is January 12<sup>th</sup>. Please submit articles to Roger Mazula.
- Upcoming Education Events:
  - Government Finance Series: Part II on January 8<sup>th</sup>
  - Audio Conference on January 21<sup>st</sup>
  - Future of Auditing on February 5<sup>th</sup>
- Sectional Leadership Meeting (SLM): The SLM will be held on April 24<sup>th</sup>-25<sup>th</sup> in Baltimore. The chapter President-Elect and three others can attend.

- A new luncheon program is being developed. The program will feature the I.O. U.S.A. documentary about the Federal Debt and include a speaker to discuss the federal debt implications. The program is being developed and will take place in March/April.
- E-Memberships to Professors: The AGA National is providing a free e-membership to professors, 3 per chapter. The e-membership will allow access to all on-line publications. Deanna will develop a list of professors in the area who the chapter may offer the e-memberships to.