

**AGA New York Capital Chapter
2008 - 2009 Executive Committee Meeting**

Minutes from September 2, 2008, 3:30 pm – 5:00 pm

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

ATTENDED:

Officers Attending:			
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 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 type="checkbox"/>	<input type="checkbox"/>
D. Rancy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Directors			
M. Abbott	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>
M. Junco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action Items

	Action Item	Responsible Person	Status/ Due Date
1	Form sub-committee to gather information/facts relating to the reimbursement of travel costs to present to the Ethics Commission (See Other Meeting Notes – Ethics)	Brian G.	9/15/08
2	Draft a request for opinion to the Ethics Commission (See Other Meeting Notes – Ethics)	Brian G.	10/13/08
3	Draft policy on Equipment (laptop) use	Kirk S.	10/13/08
4	Send current policies and procedures to the vice president's	Brian G.	9/2/08
5	Reach out to Marie Force was to see who National uses for their web design.	Brian G	9/2/08
6	Gather estimates to purchase chapter t-shirts	Nicole V.	10/7/08
7	Bill OSC and DOT for their share of the audio-conferences	Scott R.	8/29/08
8	Contact Ray H. if you would like to volunteer/contribute ideas to CPA Day	CEC	10/7/08
9	Advertise membership campaign in E-mail/Newsletter	Danielle R./ Deanna D.	9/8/08
10	Program Guide information is due to Roger by September 19, 2008	VP's	Complete
11	Send Kick Off Flyers with program information to Shelly T. for chapter mailing.	Danielle R.	Complete
12	Send updated member recruitment campaign flyer to Amanda Z. and Ray H.	Danielle R.	Complete
13	Check with Suzanne Dugan regarding the ethical standing of the Member Recruitment contest prize (See Other Meeting Notes – Ethics)	Danielle R.	Complete
14	Schedule location, date and send invitations for October CPA breakfast	Danielle R	10/7/08
15	Send Roger any articles for the September newsletter	CEC	9/10/08

16	Send foil request list to CEC	Amanda Z.	9/15/08
17	Compose e-mail to be sent with the program guide to the foil request list.	Amanda Z./Shelly T.	Complete
18	If anyone knows of any upcoming agency or industry conferences coming up, let Ann M. or Rick S. know.	CEC	10/7/08
19	VP's/Committee Chairs enter all CRP points onto National's website	VP's/ Committee Chairs	Complete
20	October Agenda Item – Brian G. for Website information	Amanda Z.	Complete
21	October Agenda Item – Kirk S. for New Policy and Procedures	Amanda Z.	10/7/08

Decisions Made

1	Motion: Accept Agenda Motion by: Ann Marsh, Second by: Danielle Rancy, passed unanimously
2.	Motion: Accept the August 7, 2008 Minutes Motion by: Linda Zinzow, Second by: Deanna Dowd, passed unanimously
3.	Motion: Adjourn Motion by: Linda Zinzow, Second by: Rick Sturm, passed unanimously

Other Meeting Notes:

Miscellaneous

Program Guide – The program guide is being finalized and will be sent to the printer next week. The CEC had discussion on cleaning up the foil request list of local, municipality, and agency contacts to e-mail the program guide to. In addition to the e-mail, it was suggested we place an initial call to some contacts on the list to have personal contact and possibly open discussion to how our training events can better meet their needs.

Another idea brought to the table is to find out the dates of other agency conferences; for example, OGS, DOCS etc. and see if we can have a booth set up for AGA information.

Membership

Kick Off - The Fall kick off will be held September 18th at the Clarion Hotel on Watervliet Avenue in Albany from 1-4:30. The 'Committee Fair' will be from 1:00 to approximately 2:00 p.m. with the Texas Hold'em games starting at 2:30 p.m.. Amanda Zibella will open the meeting with a President's welcome, followed by a brief five minute overview presented by each VP and Committee Chairs. Participants will then have the opportunity to speak with VP's and Committee Chairs and members at their designated tables. This will be a great opportunity for current and new members to learn about the chapter and become involved. There will be appetizers served.

Member recruitment campaign - The member who recruits the most new members will receive a \$100 gas card.

Chapter Recognition Points (CRP)

As a reminder, this year each VP will be submitting the CRP information into National's website. September 30th is the end date to have all points entered for May-Sept. If you have any questions, contact Ann M.

Audit Committee

In response to the new Policies and Procedures for Internal Controls over Receipts and Revenues, the Audit Committee has decided to do an agreed upon procedures review. Chris Stephens has volunteered to take the lead. The committee will be performing test work on the controls over cash and registration. Since the agreed upon procedures will not be done by September 30th the committee decided to do the financial review at the end of the year.

With the issuance of the new internal control procedures, the audit committee will now be doing the bank reconciliation.

Ethics

Brian Gee has spoken at length with Suzanne Dugan from the OSC Ethics Office. Suzanne has volunteered to join us at a CEC meeting to give clearer explanations and answer our questions regarding the chapter paying for CEC and members to attend conferences, pay for travel costs and to receive gifts.