

Minutes

AGA National Executive Committee Meeting

Saturday, July 6, 2002

9 a.m. to 5 p.m.

Atlanta, GA

ATTENDANCE

Committee Present

- Richard V. Norment, CGFM, National President, Nashville Chapter
- William J. Anderson Jr., CGFM, National President-Elect, Washington, D.C. Chapter
- WA "Bill" Broadus Jr., CGFM, Immediate Past National President, Washington, D.C. Chapter
- Eva J. Williams, CGFM, National Treasurer, Washington, D.C. Chapter
- Richard O. Bunce, CGFM, National Treasurer-Elect, Richmond Chapter
- Barbara B. Gladfelter, CGFM, Senior Vice President At Large, Non-Presidentially Appointed, Sacramento Chapter
- Jeffrey S. Hart, CGFM, Senior Vice President At Large, Non-Presidentially Appointed, Denver Chapter
- Russell W. Hinton, CGFM, Senior Vice President At Large, Presidentialy Appointed, Atlanta Chapter
- Cynthia T. Osga, CGFM, Senior Vice President At Large, Presidentialy Appointed, Greater Lansing Chapter
- Jeanne B. Erwin, Senior Vice President At Large, Presidentialy Appointed, North Carolina Triangle Chapter
- Bobby A. Derrick, CGFM, Senior Vice President for Regional Services – Section I, Indianapolis Chapter
- William A. Morehead, CGFM, Senior Vice President for Regional Services – Section II, Jackson Chapter
- Warren L. Walch, CGFM, Senior Vice President for Regional Services – Section III, Orange County Chapter
- Paul W. Bognaski, CGFM, Senior Vice President for Regional Services – Section IV, Montgomery/PG Chapter
- Charles W. Culkin Jr., CGFM, Executive Director

Guests and National Office Staff Present

- Jullin Renthrope, CGFM, National President-Elect Designate, New Orleans Chapter
- Evelyn Brown, CGFM, National Treasurer-Elect Designate, Washington, D.C. Chapter
- James P. Armstrong, CGFM, Incoming Senior Vice President for Regional Services – Section III, Los Angeles Civic Center Chapter
- Raymond H. Harris, CGFM, Senior Vice President At Large, Non-Presidentially Appointed, New York Capital Chapter
- Candace R. Gordon, Richmond Chapter
- Susan Fritzlen, Deputy Executive Director of Programs
- Lisa Thatcher, Assistant to the Executive Director and NEC Secretary

FORMAL NEC MOTIONS

MOTION #1 – Approved the agenda with three additional discussions: (1) AGA Yellow Book Audit (2) Journal advertising revenue and (3) CGFM board report.

MOTION #2 – Approved the addition of the Consent Calendar -- a category on the NEC agenda where we place all actions expected to receive NEC approval without further discussion -- and the first of the three Consent Calendar items on the meeting agenda: minutes of the March 7-8, 2002 NEC meeting. (See “Tasks - Bill Anderson” for details about the second and third items, Decision Memorandum 02-14 Board Appointments, and 02-15 Committee Appointments.)

MOTION #3 – Approved the new format for NEC minutes with the additional instructions that the NEC recording secretary should ensure that the minutes reflect information necessary to make them meaningful to the reader. (Decision Memorandum 02-16) Also approved changes to the NEC Meeting Minutes policy as it related to the audio taping of NEC minutes. The audio taped recordings should be kept on file at the National Office for five years. (Decision Memorandum 02-22.) (See “Action List – Lisa Thatcher”.)

MOTION #4 – Approved the continued operation of the AGA San Antonio Chapter, a chapter in the “major revitalization” category for many years. (See “Action List – Susan Fritzen”.)

MOTION #5 – Revoked the charter of the AGA Long Island Chapter. The Northeastern Regional Team recommended this decision after a series of outreach initiatives designed to determine the chapter’s viability. (Decision Memorandum 02-18.) (See “Action List – Susan Fritzen”.)

MOTION #6 – Reviewed and modified the criteria for AGA Lifetime Members. Lifetime Membership is reserved for individuals who have greatly enhanced the prestige and stature of the Association at the local, regional and national levels and who have been AGA members for at least 50 years. (Decision Memorandum 02-19.) (See “Action List – Richard Norment” and “Action List - Lisa Thatcher”.)

MOTION #7 – Instructed National Office staff to ensure that the AGA fiscal year 2004 audit is in accordance with GAGAS Yellow Book standards. This will include a report on internal controls and compliance. (See “Action List – Winston Myree”.)

ACTION LIST

Bill Anderson

- Fill AGA committee vacancies. The Long Range Strategic Planning Committee and the Awards Committee vacancies are most pressing.
- Ensure the NEC continues to monitor the AGA San Antonio Chapter’s progress. Add this agenda item to the September 13-14, 2002 NEC meeting.
- Re-structure the AGA National Awards Committee as envisioned: expand the committee to include a certain number of high-level (e.g. CFO, DCFO or auditor - level) federal, state, local, private and academic representatives. Such restructuring will also include empowering the committee to actively seek award nominations.

Bill Broadus

- Keep NEC apprised of the financial management training center the Pacific Rim leaders might be establishing. The NEC wants to approve any use of the “AGA” name in association with the center.
- Remain engaged with and keep the NEC updated on the possible establishment of an independent AGA-type of organization in China.

Charlie Culkin

- Monitor the issue of employer support of AGA leaders. In particular, the reported NASA prohibition against NASA employees participating as AGA leaders.
 - Keep the channels of communication open and pursue opportunities to clarify the situation with NASA officials. (See also “Action List – Susan Fritzlen” and “Action List – Lisa Thatcher.”)
- Work with Lisa Thatcher to move forward with the Service Efforts and Accomplishments (SEA)-related initiative, including drafting a funding proposal to the Sloan Foundation for support to establish a program that evaluates SEA reports. Other AGA leaders will review the draft proposal. More details will be provided to the NEC at the September meeting.
- Present a plan to the NEC outlining how the National Office suggests addressing the Peer Review recommendations. The plan will include such details as timeframe, resources, responsible staff leader, etc.
- Work with Marie Force to provide the NEC more details about AGA’s covering TGD’s expenses to travel to the PDC to network with potential Journal advertisers.
- Make corrections to the “AGA’s Financial Future” document so that on page 2, the years 2006 and 2002 are reversed.

Marie Force

- Follow up with the Journal ad sales contractor TGD about the missed ad sales revenue targets to ensure they are pursuing all possible avenues. Keep the NEC apprised of TGD’s PDC networking results.
- Work with Charlie Culkin to provide the NEC more details about AGA’s covering TGD’s expenses to travel PDC to network with potential Journal advertisers.

Susan Fritzlen

- Keep the NEC apprised of the level of activity and progress of the AGA San Antonio Chapter, a chapter recently approved to remain active. The chapter has been in the “major revitalization” category for many years and the NEC was close to formally closing it when regional leadership successfully generated sufficient support for the chapter’s continued operation. The chapter recently hosted an educational event attended by 12 people. However, no San Antonio Chapter representative attended the Texas-Oklahoma Regional Chapter Officer Workshop on June 15.
- Move forward to formally revoke the charter of the AGA Long Island Chapter, since the chapter has remained inactive for a number of years.
 - Transfer all AGA Long Island Chapter members to the AGA New York City Chapter.
- Oversee Corporate Partner Advisory Group (CPAG) issues appropriately:
 - Help resolve the CPAG chair issue. Since the current candidate is an AGA vendor, the NEC wants to discuss this further.
 - Modify the draft CPAG charter as follows: replace references to three-year chair and vice-chair terms with one-year term references; on page 1 first bullet - take out 'Federal Agency officials' and replace with 'governmental';

page 1 last bullet - take out 'government financial managers and auditors' and replace it with 'accountability professionals'; under Section 2. Membership, first sentence - take out 'both large and small companies' and replace with 'private sector organizations'; under Section 4. Benefits, fourth bullet - take out 'and local chapter events'; last bullet - take out 'pay less' and replace with 'receive the member rate'

- Ensure that AGA chapters know about the corporate partner program.
 - Distribute the revised charter and Decision Memorandum to the NEC for approval after PDC.
 - Proceed with the planned July 8, 2002 meeting of the CPAG, letting the corporate partner representatives know that the charter will be updated as noted above.
- Send a response to the AGA Houston Chapter regarding the purported NASA-related prohibition against NASA employees participating in AGA. First, modify the Executive Director's Report on the Houston Chapter/NASA Issues included in the NEC binder to take out the phrase, "This is just not true." Points to be included in this response include telling members that AGA will be meeting with NASA to garner support, encouraging members to reaffirm the facts with their supervisor and getting their supervisors approval before accepting AGA leadership positions.
 - Expand the "Benefits to the Employer" portion of the Value of AGA Membership flyer appropriately. (See also "Action List – Charlie Culkin" and "Action List – Lisa Thatcher.")

Billy Morehead

- Present an updated RFP task force report to the NEC at its September meeting. (The RFP task force will be submitting recommendations to Charlie by early August.) At that time, the NEC can respond fully to the Professional Certification Board's suggestion to move the GFM business line item under its jurisdiction.

Winston Myree

- Ensure that the fiscal year 2004 AGA audit is a GAGAS audit that complies with the Yellow Book standard. This will include a report on internal controls and compliance.

Richard Norment

- Work with Lisa Thatcher to respond to AGA Mid-Missouri Chapter to update them on the new AGA Lifetime Members guidelines.
- Prepare for the July NBD meeting to ensure a certain few essential points are covered: (1) Ask that AGA leaders attending the NBD meeting to pass along all the documents distributed so that all AGA leaders are informed of the issues at hand. (2) Allow ample time for Q&A. (3) Make sure leaders know they are an essential part of the decision process.
- Contact Jim Williams about the Financial Accounting Standards Advisory Board legislation introduced by Representative Mark Kirk of Illinois. AGA decided not to pursue this issue further.

Lisa Thatcher

- Apply the new streamlined NEC minutes format to future NEC minutes, ensuring that the minutes reflect additional information necessary to make them meaningful to the reader.
- Update Policies and Procedures Manual to reflect the above and the new policy of

- taping NEC minutes and storing the tapes for five years.
- Modify Lifetime Members criteria as outlined in Decision Memorandum 02-19 to reflect that Lifetime Members must have been AGA members for at least 50 years and delete paragraph referring to the origination of the requests.
 - Draft response to the AGA Mid-Missouri Chapter for Richard Norment's signature addressing their recommendation of a candidate for AGA lifetime membership.
 - Add a sentence to the AGA Nominations Brochure that reminds AGA leader candidates to get approval from supervisors before committing to AGA positions.
 - Work with Charlie Culkin to move forward with the Service Efforts and Accomplishments (SEA)-related initiative, including drafting a funding proposal to the Sloan Foundation for support to establish a program that evaluates SEA reports. Other AGA leaders will review the draft proposal. More details will be provided to the NEC at the September meeting.
 - Contact Ted Greenwood of the Sloan Foundation to give him an idea of when to expect AGA's funding proposal.

EXECUTIVE SESSION

- The National Treasurer's report was presented in Executive Session.

NEXT NEC MEETING

- The next NEC meeting will be held in Alexandria, VA on Friday and Saturday, September 13 and 14, 2002.