

Minutes AGA National Executive Committee

December 5, 2003–8:30 a.m. to 5 p.m.
and
December 6, 2003–8:30 a.m. to 2:30 p.m.
Alexandria, VA

ATTENDANCE

Committee Present

- Jullin Renthrope, CGFM, National President, New Orleans Chapter
- Bobby A. Derrick, CGFM, National President-Elect, Indianapolis Chapter
- William J. Anderson Jr., CGFM, Immediate Past National President, Washington, D.C. Chapter
- Evelyn A. Brown, CGFM, National Treasurer, Washington, D.C. Chapter
- Jeanne B. Erwin, CGFM, National Treasurer-Elect, North Carolina Triangle Chapter
- Cynthia T. Osga, CGFM, Senior Vice President for Regional Services, Section I, Greater Lansing Chapter
- William A. Morehead, CGFM, Senior Vice President for Regional Services – Section II, Jackson Chapter
- William W. Ensign, CGFM, Senior Vice President for Regional Services – Section III, Portland Chapter
- Joseph A. Kapelewski, CGFM, Senior Vice President for Regional Services – Section IV, Richmond Chapter
- Barbara B. Gladfelter, CGFM, Senior Vice President At Large, Sacramento Chapter
- Raymond H. Harris, CGFM, Senior Vice President At Large, New York Capital Chapter
- Jeffrey S. Hart, CGFM, Senior Vice President At Large, Presidential Appointee, Denver Chapter
- Richard O. Bunce, CGFM, Senior Vice President At Large, Presidential Appointee, & Immediate Past National Treasurer, Richmond Chapter
- Eva J. Williams, CGFM, Senior Vice President At Large, Presidential Appointee, Washington, D.C. Chapter
- Relmond Van Daniker, Executive Director

NEC Absent

- None

National Office Staff Present

- Susan Fritzlen, Deputy Executive Director of Programs
- Marie Force, Director of Communications
- Lisa Thatcher, NEC Secretary and Director, CEAR and SEA Programs
- Katya Silver, Director of Professional Certification Administration
- Ada Phillips, Director of Conferences & Expositions

FORMAL NEC MOTIONS (The motion passed unanimously unless otherwise noted.)

MOTION #1 – Approve minutes of the October 3-4, 2003 NEC meeting with one correction under tasks for Bobby Derrick, Jullin Renthrope and Relmond Van Daniker: modify the language regarding the Executive Director job expectations and performance measures to show an interim evaluation will be performed for the period October 1, 2003 through March 31, 2004 and that subsequent evaluations covering April 1 to March 31 will be held annually. (See note under “Executive Session” that updates the performance evaluation period to October 1, 2003 to September 30, 2004.)

MOTION #2 – Approve DM 03-38, invite selected leaders to participate in an AGA long-range strategic planning session to be held at the 2004 Professional Development Conference & Exposition (PDC).

MOTION #3 – Table DM 03-34, offer scholarships to attend the 2004 PDC. The scholarships would be offered in the form of AGA-paid hotel nights and would be intended to increase the number of chapter representatives attending the event. TABLED until the March NEC meeting when the FY 2005 budget is discussed and finalized.

MOTION #4 – Approve DM 03-32, participate as a member of the Council for Excellence in Government’s “Government Performance Coalition” with Hal Steinberg serving as the volunteer AGA representative.

MOTION #5 – Approve DM 03-35, become an alliance member of the National Electronic Commerce Coordinating Council. It was noted that the “Impact” section of the Decision Memorandum should be corrected to state that “... minimal staff time would be needed to identify AGA members who would participate in the workgroups.”

MOTION #6 – Approve DM 03-36, reformat the content and delivery schedule of Topics, AGA Today and CGFM Topics beginning January 2004. Under the new format and schedule, Topics is released on the 1st and 3rd Monday of each month and covers Association news and CPE opportunities and highlights a particular area within AGA. CGFM Topics is incorporated into Topics with an issue focused on professional certification published every four to six weeks. AGA Today is released on the 2nd and 4th Monday of each month and covers only news from the profession and CPE opportunities.

MOTION #7 – Approve DM 03-37, grant lifetime memberships to those individuals who have been paid members of the Association for 50 years and institutionalize the process so that such memberships are granted yearly prior to the annual renewal billing.

MOTION #8 – Table pension plan issues until reviewed by the Finance and Budget Committee and the Association’s legal counsel.

MOTION #9 – Approve a one-year agreement with Pete Rose to serve as Director of Professional Certification from January 15, 2004 to January 14, 2005. Mr. Rose’s status shall be that of an independent contractor and not that of an agent or employee. Total compensation under this agreement shall not exceed \$60,000.

MOTION #10 – Approve eliminating the requirement approved at the June 20, 1992 NEC meeting that Past National Presidents (PNPs) apply in writing to the NEC for waiver of the PDC registration fee. It was noted that since the PDC registration fee waiver policy was already on the books, the NEC was simply eliminating the requirement that PNPs annually request the waiver in writing prior to each March NEC meeting. Three abstentions: William Anderson, Jullin Renthrope and Bobby Derrick.

MOTION #11 – Approve production of an annual AGA Performance and Accountability Report starting with the program year ending June 30, 2004.

ACTION LIST

Bill Anderson

- Discuss proposed Association name change at March NEC meeting and LTW.

Jenn Curtin

- Ensure RVP teams and NEC members are informed when Early Career Regional Coordinator conference calls are scheduled. Additionally, proactively encourage attendance and facilitate the calls to stimulate input from participants and begin distributing minutes of those calls.

Bobby Derrick

- Remind appropriate parties that Regional Coordinators must be formally appointed by the AGA National President.
- Solicit SVPRS's input about struggling AGA chapters.

Bill Ensign

- Contact past San Diego Chapter President David Ball to explore ideas for preparing to host the 2006 PDC.

Marie Force

- Proceed appropriately to implement changes resulting from the approval of DM 03-36, changing the format and frequency of Topics, AGA Today and CGFM Topics. Add a survey collecting feedback regarding the new format and distribute the results to the NEC.

Susan Fritzen

- Ensure RVP teams and NEC members are informed when Chapter Development and Assistance and Membership Regional Coordinator conference calls are scheduled. Additionally, proactively encourage attendance and facilitate the calls to stimulate input from participants and begin distributing minutes of those calls.
- Ensure the National Coordinator for Community Service informs RVP teams and NEC members when Community Service conference calls are scheduled. Additionally, proactively encourage attendance and facilitate the calls to stimulate input from participants and begin distributing minutes of those calls.
- Take necessary action to implement DM 03-37 to grant lifetime memberships to those individuals who have been paid members of the Association for 50 years. Institutionalize the process so that such memberships are granted yearly prior to the annual renewal billing.
- Collect data during the next membership renewal cycle to support the research being performed to explore the feasibility of implementing a paid lifetime membership program.

- Follow up as necessary to address membership and chapter recognition program issues as outlined in the SVPRS Sections I and II reports.

Jeff Hart

- Work with Bobby Derrick to identify a National board or committee opportunity to extend to the Denver City Auditor.

Lin Latham

- Ensure RVP teams and NEC members are informed when Educational Regional Coordinator conference calls are scheduled. Additionally, proactively encourage attendance and facilitate the calls to stimulate input from participants and begin distributing minutes of those calls.
- Follow up with NASBA to confirm that the CPE currently offered under Journal CPE On-Line is NASBA-eligible under the new guidelines. This includes confirming that AGA's quizzes include a sufficient number of questions.

Ada Phillips

- Continue with efforts to produce a conference technical committee informational manual. Distribute updated version to the NEC for feedback. Ensure chapters are aware of the availability of the finalized version.
- Institutionalize the policy that Past National Presidents receive complimentary attendance to the PDC.

Jullin Renthrope

- Work with Relmond Van Daniker to produce an annual AGA Performance and Accountability Report starting with the year ending June 30, 2004.

Katya Silver

- Ensure RVP teams and NEC members are informed when CGFM Regional Coordinator conference calls are scheduled. Additionally, proactively encourage attendance and facilitate the calls to stimulate input from participants and begin distributing minutes of those calls.
- Discuss CGFM inactivation policy with the Professional Certification Board to solicit their feedback about publishing the names of those who do not renew.
- Work with Bill Ensign to add new CGFM Regional Coordinator for the Northwestern Region. Ensure the AGA National database is properly updated.

Lisa Thatcher

- Correct October 3-4, 2003 minutes to reflect correction regarding interim and annual performance evaluations for the Executive Director.
- Work with Relmond Van Daniker to re-visit the total SEA Program labor hours included in the draft FY 05 budget and adjust as necessary.
- Formally add Linda Long, Deputy State Auditor of Washington as a state/local representative on the National Awards Committee.
- Formally add Jack Dyer, recently retired from Eastern Kentucky University, as an academic representative on the National Awards Committee.
- Formally add Karen Holmcrans to the Finance and Budget Committee.
- Ensure all incoming NEC members are invited to the March 2004 NEC meeting and Leadership Training Workshop.

- Ask RVPs for assistance publicizing the various AGA business meetings, i.e. NBD meeting, leadership workshops, etc. at the PDC and work with Ada Phillips to ensure sponsors are aware of the schedule.

Relmond Van Daniker

- Proceed accordingly to bring Pete Rose on board as AGA's new Director of Professional Certification.
- Continue to adjust the draft FY 2005 budget, specifically to: incorporate operating reserves, re-visit SEA Program labor hours, address the issue of incorporating CGFM funds into AGA's bottom line, changes to AGA's pension plan, and possible chapter scholarships to the PDC.
- Work with Jullin Renthrope to produce an annual AGA Performance and Accountability Report starting with the year ending June 30, 2004.
- Spearhead discussion about plans for continuing the SEA Program beyond the Sloan Foundation funded phases, including plans for identifying a technical director and administering the program funded by user fees.
- Implement new policy that AGA uses American Express bonus points to "purchase" tickets for any AGA leader traveling on AGA business when the tickets cost over \$500.
- Continue to explore establishing an AGA Lifelong Learning Center.
- Accept the invitation to become member of Government Performance Coalition with Hal Steinberg serving as AGA's representative. Clarify that AGA picks up no costs and request that Mr. Steinberg submit regular written summaries of his activities and participation on AGA's behalf. Keep NEC apprised of issues and information that results from this association.
- Take necessary action to become an alliance member of the National Electronic Commerce Coordinating Council.
- Plan and sponsor long-range strategic planning executive session to be held at the 2004 Professional Development Conference & Exposition.
- Add an additional item to the AGA's Long Range Strategic Plan related to promoting growth of the CGFM Program.
- Continue to work with the National President and National President-Elect to discuss AGA contracts and ensure that major contracts are forwarded to the Finance and Budget Committee for review.
- Continue to ensure that the NEC is kept apprised of and is included in discussions about collaborative exchanges.
- Clarify responsibilities of the six National Coordinators (Membership, Education, CGFM, Chapter Development & Assistance, Community Service and Early Careers) and ensure they facilitate communication by (a) including RVP teams and NEC members on the announcements scheduling quarterly conference calls, (b) proactively encouraging conference call attendance, (c) soliciting attendee participation and feedback during the calls and (d) distributing minutes of the conference calls.

EXECUTIVE SESSION

The NEC met in executive session with the AGA Executive Director for four hours on Saturday, December 6, 2004. It was decided that the Executive Director performance evaluation will cover the period October 1, 2003 to September 30, 2004. This is an update from the schedule reflected in the October NEC meeting minutes.

The NEC approved a bonus for Susan Fritzlen for her service as AGA Acting Executive Director for the period July 11, 2003 to September 30, 2003 to be paid by December 31, 2003.

NEXT NEC MEETING

The next NEC meeting will be held at the AGA National Offices in Alexandria, VA on Thursday, March 4 (full day) and Friday, March 5, 2004 (full day).

It was noted that the NEC meets on the following dates:

- June 26, 2004 (Washington, D.C.)
- September 17- 18, 2004 (Alexandria, VA) (CEAR awards ceremony held afternoon of September 16, 2004)
- December 3-4, 2004 (Alexandria, VA)
- March 12-13, 2005 (Alexandria, VA) (LTW held March 10-11, 2004)
- July 9, 2005 (Orlando, FL)