

Minutes
AGA National Executive Committee
March 4, 2004–8:30 a.m. to 5 p.m.
and
March 5, 2004–8:30 a.m. to 5 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
- Richard O. Bunce, CGFM, Senior Vice President At Large, Presidential Appointee, & Immediate Past National Treasurer, Richmond Chapter
- Jeffrey S. Hart, CGFM, Senior Vice President At Large, Presidential Appointee, Denver Chapter
- Eva J. Williams, CGFM, Senior Vice President At Large, Presidential Appointee, Washington, D.C. Chapter
- Relmond Van Daniker, Executive Director

Incoming NEC Members Present

- Sam McCall, CGFM, National President-Elect Designate, Tallahassee Chapter
- Karen Holmcrans, CGFM, National Treasurer-Elect Designate, Washington, D.C. Chapter
- James Turkett, CGFM, Senior Vice President for Regional Services – Section II Designate, Dallas Chapter
- Clarence Kuwahara, CGFM, Senior Vice President At Large Designate, Hawaii Chapter
- Wendy Comes, CGFM, Senior Vice President At Large Designate, Presidential Appointee, Washington, D.C. Chapter (Friday, March 5, 2004 only)

National Office Staff Present

- Susan Fritzlen, Deputy Executive Director of Programs
- Lisa Thatcher, NEC Secretary and Director, CEAR and SEA Programs
- Ada Phillips, Director of Conferences & Expositions
- Anna Miller, Technical Manager

Guests Present

- Pete Rose, CGFM, Marketing Consultant

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

MOTION #1 – Approve minutes of the December 5-6, 2003 NEC meeting.

MOTION #2 – Approve agenda with addition of Executive Session and other timing adjustments.

MOTION #3 – Approve DM 04-03, participate in efforts to develop, publish, and promulgate uniform grant reporting guidelines for nonprofit recipients of government funds and for the NEC to endorse in principle the overall goal of establishing uniform grant reporting guidelines for nonprofits and to provide some assistance with certain aspects of the Accounting Guidelines for Non-Profits project.

MOTION #4 – Approve DM 04-04, participate in cooperative effort with Kearney & Company to conduct a research project on internal control reporting practices. The objective is to identify internal control reporting alternatives, existing standards, guidance and current practices and to provide recommendations on reporting on internal controls, considering the impact of additional requirements on agencies' workload. The deliverable in the project will be a published research study.

MOTION #5 – Approve DM 04-02 to form the new "Columbia" Chapter in Columbia, SC.

MOTION #6 – Approve Advantage organizational membership program as amended. It was noted that membership class/category changes require National Board of Director's approval.

MOTION #7 – Approve modifications to the Corporate Partner Advisory Group program to create two-tiered dues structure.

MOTION #8 – Approve FY 05 budget as revised. Reserves are fully funded and net revenue is \$28,500 over net expenses.

MOTION #9 – Approve DM 04-07, sign multi-year contract with GES Exposition Services to provide exhibit hall and other decorating needs at AGA conferences.

MOTION #10 – Approve DM 04-05, set daily registration fees for future AGA conferences and determine policy regarding speakers, moderators and technical committee registration fees. The daily rate will be based on number of CPE's and the conference registration fee. Speakers attend free on the day of their presentation only or they can register for the full conference at the AGA member rate. Moderators and technical committee members do not attend free and must register for the conference at the applicable conference rate (i.e. member or nonmember, early or standard). (Note that moderators actively participating in the session as a presenter/questioner should be considered "speakers" and attend free on the day of their presentation only.)

MOTION #11 – Approve modifications to Chapter 14, Financial Policies, as previously recommended by the Finance and Budget Committee.

MOTION #12 – Approve DM 04-01 to appoint Warren Binderman to the Financial Management Standards Board to fill a vacancy effective immediately through June 30, 2004 and for a three-year term beginning July 1, 2004, as a public accounting firm representative.

MOTION #13 – Approve DM 04-08, appoint David Zavada, from the Office of Management & Budget, to the CEAR Board effective immediately to fill a vacancy through June 30, 2004 and for a three-yea term beginning July 1, 2004.

MOTION #14 – Tabled changes to AGA pension plan.

MOTION #15 – Initiate the Chapter Revocation Decision Tree for the Hartford, Bridgeport and Pasadena Chapters. The chapters have been inactive for a number of years. Submit a recommendation to the NEC at their June 2004 meeting on whether or not to close each of the chapters.

MOTION #16 – Modify financial policies to allow NEC members to request that AGA pay travel, lodging and registration expenses for the AGA national conferences if their agency or chapter will not pay. Such policy will be effective for those NEC members beginning their terms on or after July 1, 2004. It was noted this includes full CPE as appropriate. 11 approved, 2 abstentions.

FINANCIAL HIGHLIGHTS

- As part of the FY 2005 budget approval, the NEC approved DM 03-34 as amended to offer chapter scholarships to attend the PDC. The scholarships would be offered in the form of five AGA-paid room nights at the PDC hotel and are intended to generate full AGA chapter representation at the PDC, NBD meeting and strategic planning executive session. The scholarship will be offered to the chapter president, president-elect or their designate, and a chapter representative must attend the NBD meeting and other national AGA meetings at the PDC to receive the AGA paid hotel nights.
- At the end of January, the excess of revenue over expenses for the year are \$261,258.
- FBC continues to monitor the receivables schedule.

ACTION LIST

Jeanne Erwin

- Update financial policies to reflect new policy that allows NEC members taking office on or after July 1, 2004 to request reimbursement from AGA for travel, lodging and registration expenses to attend AGA conferences.

Bobby Derrick

- Work with the four SVPs for Regional Services to continue to monitor the success of the regional coordinator structure.

Susan Fritzen

- Formalize the new Columbia, SC Chapter as approved under DM 04-02.
- Work with Ray Harris to inform AGA leaders about new Advantage organizational membership plan as modified by the NEC, and coordinate National Board of Director's (NBD) approval at the June 2004 NBD meeting.
- Initiate discussion to update the Chapter Recognition Program for next program year.
- Implement process to deactivate Bridgeport, Hartford and Pasadena Chapters by June 2004.
- Implement two-tiered dues structure for the Corporate Partner Advisory Group program as approved by the NEC.
- Monitor progress on the possible establishment of an AGA Cherokee Nation Chapter.

- Implement various membership recruitment and retention initiatives.
- Disseminate new member survey results separately (in addition to including the information in the monthly membership updates) to the NEC on a regular basis.

Lin Latham

- Contact the National Association of Black Accountants to explore possible collaboration on future AGA audio conferences.
- As a NASBA Registry Sponsor, develop an online catalog of AGA's Education Program.

Ada Phillips

- Identify possible sites for hosting CEAR Program awards luncheon September 15, 2004. Consider rotunda at the Ronald Reagan Center.
- Explore site options for National Leadership Conference (NLC) 2005, including options for holding the NEC and Leadership Training Workshop in conjunction with the NLC.
- Proceed appropriately to implement conference daily and special rates as approved under DM 04-05. Note the NEC agreed that NEC members attending PDC could/should serve as moderators if necessary/appropriate.

Pete Rose

- Continue to oversee production of Course 3 self-study guide to be available by mid-April 2004.

Katya Silver

- Ensure that RVP teams (current, incoming, immediate past and designates) and NEC members are kept apprised of the CGFM regional coordinator conference calls and that they receive minutes of the meetings.

Lisa Thatcher

- Work with Relmond Van Daniker to develop and implement a plan for hosting the annual CEAR awards ceremony during a sponsored luncheon event.
- Institutionalize the September NEC meeting to be held in association with the CEAR awards ceremony.
- Contact SVPRSs to gather ideas about implementing "Hot Topics" on AGA national happenings that chapters could use at monthly meetings.
- Ensure Executive Session portion of the NEC meeting minutes includes notes about actions or other important issues as directed by the NEC.
- Formally assign Warren Binderman to the FMSB as approved under DM 04-01.
- Formally assign David Zavada to the CEAR Board as approved in DM 04-08.

Relmond Van Daniker

- Proceed implementing a "PDC Chapter Scholarship" initiative as outlined in DM 03-34 that would give AGA chapter representatives PDC scholarships in the form of five AGA-paid room nights at the PDC hotel. The scholarships are intended to generate full AGA chapter representation at the PDC, NBD meeting and strategic planning executive session. The scholarship will be offered to the chapter president, president-elect or their designate, and a chapter representative must attend the NBD meeting and other national AGA meetings at the PDC to receive the AGA paid hotel nights.
- Formally announce the AGA Finance Director position and proceed to identify a full time permanent staff member.
- Proceed as appropriate to finalize the Management Concepts Inc., contract to offer AGA's GFM open enrollment courses.

- Proceed to explore the possibility of developing and offering an annual AGA performance measurement type conference. Keep the three Washington, D.C. area AGA chapter presidents involved in discussions to co-sponsor conferences with other organizations in the D.C. vicinity.
- Keep NEC apprised of impact on resources, staff and the timeframe needed to develop and grow new and existing research programs. Use as a guideline, “minimal” staff time as less than 80 hours over the course of the initiative/program.
- Clarify and reinforce staff roles as National Coordinators. National Coordinators are expected to proactively facilitate operations and to remain engaged in all aspects of the system. Additionally, communicate to the National Coordinators the emphasis on the Education, CGFM, Membership and Chapter Development & Assistance RC positions.
- Keep NEC apprised as appropriate regarding outcomes of visits with various other organizations.
- Include challenges and shortfalls in the strategic plan update document distributed at the NEC meetings and add, FOR INTERNAL NEC DISTRIBUTION ONLY to the report.
- Work with National President and National President-Elect as necessary to respond to AGA chapter visit requests.
- Follow up with Executive Director file issue.

EXECUTIVE SESSION

The NEC met in executive session and approved the Executive Director Job Expectations and Performance Measures for the period October 1, 2003 through September 30, 2004 and the FY 2005 staff salaries. The NEC requested the Finance and Budget Committee to work with the Executive Director on the staff benefits package, i.e., health insurance, pension, etc.

NEXT NEC MEETING

The next NEC meeting will be held at the PDC conference hotel on June 26, 2004 in Washington, D.C. (full day).

Other NEC meeting dates:

- September 16, 2004 in Alexandria, VA. (CEAR awards ceremony held afternoon of September 15, 2004)
- December 10, 2004 (and the 11th if needed) in Alexandria, VA
- March NEC meeting and LTW to be determined.
- July 9, 2005 (Orlando, FL)