

# Minutes AGA National Executive Committee

March 6-7, 2003  
8 am to 5 pm  
Alexandria, VA

## ATTENDANCE

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### Committee Present

- William J. Anderson Jr., CGFM, National President, Washington, D.C. Chapter
- Jullin Renthrope, CGFM, National President-Elect, New Orleans Chapter
- Richard V. Norment, CGFM, Immediate Past National President, Nashville Chapter
- Richard O. Bunce, CGFM, National Treasurer, Richmond Chapter
- Evelyn Brown, CGFM, National Treasurer-Elect, Washington, D.C. 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
- James P. Armstrong, CGFM, Senior Vice President for Regional Services – Section III, Los Angeles Civic Center Chapter
- Paul W. Bognaski, CGFM, Senior Vice President for Regional Services – Section IV, Montgomery/PG Chapter
- Barbara B. Gladfelter, CGFM, Senior Vice President At Large, Sacramento Chapter
- Jeffrey S. Hart, CGFM, Senior Vice President At Large, Presidentially Appointed, Denver Chapter
- Cynthia T. Osga, CGFM, Senior Vice President At Large, Presidentially Appointed, Greater Lansing Chapter
- Charles W. Culkin Jr., CGFM, Executive Director

### NEC Absent

- Raymond H. Harris, CGFM, Senior Vice President At Large, New York Capital Chapter
- Russell W. Hinton, CGFM, Senior Vice President At Large, Presidentially Appointed, Atlanta Chapter

### Guests and National Office Staff Present

- Jeanne Erwin, National Treasurer-Elect Designate
- Joseph Kapelewski, CGFM, Senior Vice President-Elect for Regional Services-Elect Designate – Section IV
- Susan Fritzlen, Deputy Executive Director of Programs
- Casey McAllister, Director of Finance and Administration
- Joan Schwartz, Deputy Executive Director of Professional Certification
- Lisa Thatcher, NEC Secretary and Executive Assistant to the Executive Director and Director, CEAR Program

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

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**MOTION #1** – Establish an Executive Director Search Group to identify, evaluate, interview and recommend a replacement for AGA's current executive director Charles W. Culkin, Jr., CGFM, who is retiring effective July 15, 2003. The group team members will include Virginia B. Robinson, CGFM, Chair, PNP; WA (Bill) Broadus, Jr., CGFM, PNP; Diane L. Dudley, CGFM, PNT; Charles L. Harrison, CGFM, PNP; John D. Webster, CGFM, PNT.

**MOTION #2** – Approve the contract for Charles W. Culkin, Jr., CGFM, current AGA executive director, that is in effect until his retirement.

**MOTION #3** – Approve the items on the Consent Calendar: (1) Agenda for the current NEC meeting and (2) Minutes from the December 6-7, 2002 meeting.

**MOTION #4** – Nominate Gerald Silva, City Auditor, San Jose, CA as the candidate for AICPA's Outstanding CPA in Government Award.

**MOTION #5** – Continue AGA Columbia Shuttle Fund and add the fund to the list of charities available for receipt of contributions during AGA's PDC community service raffle.

**MOTION #6** – Approve DM 03-7, changes to sectional and regional boundaries, so that Sections II, III and IV are modified. These changes, effective July 1, 2003, will provide a more balanced number of regions/chapters among the sections and will facilitate representation by the Senior Vice Presidents for Regional Services.

**MOTION #7** – Approve DM 03-9, revisions to the AGA Ethics Handbook.

**MOTION #8** – Approve DM 03-06, future site locations for the Professional Development Conference & Exposition. PDC 2008 will be held in Phoenix, AZ and 2009 PDC will be held in New Orleans, LA.

**MOTION #9** – Approve DM 03-8, the Association's fiscal year 2004 operating and capital budgets.

## **FINANCIAL HIGHLIGHTS**

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### Fiscal Year 2003

- Financial results for the 2003 fiscal year are expected to be approximately \$180,000 better than budgeted. The FY 03 budget approved by the NEC contained a profit of approximately \$23,000 from operations and authorized the use of CGFM assets of \$156,000, resulting in a budgeted net reduction of \$133,000.
  - However, based on strong financial results from both the PDC and the NLC, we are projecting a combined bottom line profit of \$46,000.
  - The much better than expected performance will allow the Association to begin to replenish operating reserves that have been depleted below the levels required by our financial policies.

#### Fiscal Year 2004

- The FY 04 budget was developed using a cautious approach and includes reduced PDC July 2003 registrations (from 1,000 to 800) and conservative membership revenue based on 15,050 members.
  - Projects a \$118,450 net loss.
  - It includes \$50,000 to host an off-site reception for all attendees of the PDC, \$10,000 for website developmental cost, and a 3% salary increase for National Office staff.

## **ACTION LIST**

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#### Bill Anderson

- Oversee AGA's endorsement or nomination of Gerald Silva, City Auditor, San Jose, CA for the AICPA Outstanding CPA in Government Award.
- Oversee AGA membership category modifications to the bylaws for discussion at the Leadership Training Workshop.
  - It was noted that AGA chapter bylaws do not have to reflect AGA National bylaws exact language. Instead, chapter bylaws can include language such as: "Membership categories are the same as those included in the National bylaws."
- Keep apprised of any changes to the Regional Coordinators structure.
- Contact Lucy Lomax to connect to Lin Latham about AGA's possibly developing a FASAB course.

#### Bobby Derrick

- Oversee the implementation of the Website Review Group's NEC-approved plan to re-engineer the AGA website.

#### Charlie Culkin

- Spearhead updates to the Peer Review Recommendations as necessary and appropriate.

#### Marie Force

- Draft short announcements for the next available issue of Topics:
  - Sectional/Regional section. Coordinate with Barbara Gladfelter.
  - Establishment of Executive Director Search Committee to identify, evaluate and select replacement for Charlie Culkin, who is retiring effective July 15, 2003. Coordinate with Bill Anderson.
  - Highlight the seven states and one county that recognize the CGFM Program.

#### Susan Fritzen

- Coordinate the addition of the Columbia Shuttle Fund to the charities listed on the PDC raffle.
- Ensure that the newly-approved Ethics Handbook is posted to the AGA website.
- Keep NEC apprised of the Lifetime and Group Membership Working Groups status.
- Start distributing membership renewal update reports to the NEC.

#### Lin Latham

- Work with Bill Anderson to possibly research and develop a course about FASAB standards.

Ada Phillips

- Work with Charlie to coordinate the Nashville, TN PDC site contract issue.

Jullin Renthrope

- Prepare board member and committee chair nominations for NEC approval during the next NEC meeting.

Lisa Thatcher

- Modify AGA membership categories as follows: delete Academic and Group categories, and accept "tracked" changes. Prepare document for distribution at the March 8, 2003 Leadership Training Workshop session.
- Begin distributing the Hot Ideas Bulletin for SVPRSs and RVPs. Focus on deadlines and calendar.
- Implement appropriate sectional and regional changes to AGA governance, which will take effect July 1, 2003.
- Add language to the AGA National Officer Nomination Form listing which regions fall into the four AGA sections.
- Consider contacting the Oklahoma State University and the University of Michigan for possible participants in the Pilot Year SEA Program.
- Process Jerry Silva's nomination for AICPA's Outstanding CPA in Government Award.

## **EXECUTIVE SESSION**

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The NEC met in executive session for thirty minutes on Thursday, March 6, 2003.

## **NEXT NEC MEETING**

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The next NEC meeting will be held in the Lincoln Boardroom at the Chicago Sheraton Hotel & Towers in Chicago, IL starting at 9 am on Saturday, June 28, 2003.