

# Minutes AGA National Executive Committee

October 3, 2003–8:30 a.m. to 5 p.m.  
and  
October 4, 2003–8:30 a.m. to 12 noon  
Alexandria, VA

## **ATTENDANCE**

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### 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 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
- Eva J. Williams, CGFM, Senior Vice President At Large, Presidential Appointee, Washington, D.C. Chapter
- Relmond Van Daniker, Executive Director

### NEC Absent

- Richard O. Bunce, CGFM, Senior Vice President At Large, Presidential Appointee, & Immediate Past National Treasurer, Richmond Chapter
- William A. Morehead, CGFM, Senior Vice President for Regional Services – Section II, Jackson Chapter

### Guests and National Office Staff Present

- Susan Fritzlen, Deputy Executive Director of Programs
- Joan Schwartz, Deputy Executive Director of Professional Certification
- Lisa Thatcher, NEC Secretary and Director, CEAR and SEA Programs
- Katya Silver, Director of Professional Certification Administration

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

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**MOTION #1** – Approve the items on the Consent Calendar: (1) Current meeting agenda (added employee disclosure of outside employment) and (2) Minutes from the June 28 and 29, 2003 meeting.

**MOTION #2** – Approve DM 03-29, re-appointment of Sharon Russell to the Governmental Accounting Standards Advisory Council.

**MOTION #3** – Approve the Professional Development Conference & Exposition (PDC) 2004 Wardman Park Hotel contract addendum. TABLED until NEC discusses social event options and makes a final decision.

**MOTION #4** – Approve DM 03-30, Executive Director contract.

**MOTION #5** – Consider DM 03-23, to approve the dissolution of the group membership program, for action.

**MOTION #6** – Revise the group membership program to develop and implement a viable group program beginning in 2005. The National Office will bill the current group participating agencies for 2004 at the current program rate.

## **FINANCIAL HIGHLIGHTS**

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### Fiscal Year 2003

- Results of the fiscal year 2003 audit show a positive bottom line of \$180,437. Discussed fiscal year 2003 audit results and actions needed.

### Fiscal Year 2004

- As of August 31, 2003, revenues totaled \$1,950,647 and expenses totaled \$1,422,454, which results in a net revenue surplus of \$528,193.

### Fiscal Year 2005

- Draft fiscal year 2005 budget reflects lower membership revenue targets than fiscal year 2004 because AGA has not realized membership targets in five years.
- The draft budget reflects the 2004 Washington, D.C. PDC revenue based on 1,000 attendees at the same registration rates as the 2003 Chicago, IL PDC.

## **ACTION LIST**

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### Bill Anderson

- Work with Jullin Renthrope to identify senior level representatives to serve on the NLC and PDC Technical Committees and to speak at the February 2004 NLC.

Evelyn Brown

- Clarify accounting rules for recognizing the grant received from the Sloan Foundation to implement the Service Efforts and Accomplishments Program.

Bobby Derrick

- Submit board and committee vice chairs at the December 2003 NEC meeting.
- Distribute NEC meeting dates for September and December of 2004 and March and June of 2005.
- Adjust the RVP reporting structure and template as necessary.
- Work with the National President, Executive Director and the NEC to finalize the Executive Director Job Expectations and Performance Measures. An interim evaluation will be performed for the period October 1, 2003 through March 31, 2004 and subsequent annual evaluations will cover April 1 to March 31.

Jeanne Erwin

- Continue to work with Relmond Van Daniker to adjust the draft fiscal year 2005 budget and ensure discussion about the updated version is added to the December 2004 NEC meeting agenda.

Susan Fritzlen

- Bill current group membership agencies at the 2004 current program rates.
- Work with Lisa Thatcher and Sebrina Bridgers to establish and implement procedures for ensuring all AGA leadership directory rosters only reflect members with current, active membership.
- Implement mechanism for gathering AGA member ages, i.e. add to the next membership renewal cycle.

Ray Harris

- Work with Barbara Gladfelter and Susan Fritzlen to spearhead revision of the current group membership program to take affect 2005. Plan of action includes presenting draft proposal to the NEC at the March 2004 meeting, discussing it at the March 2004 Leadership Training Workshop, and requesting NBD formal approval in June 2004.

Jeff Hart

- Work with Jullin Renthrope regarding local representative awards committee member.

Joe Kapelewski

- Review the technological aspects of the Lifelong Learning Center draft business plan and provide input, questions, comments, etc. to Lin Latham.

Lin Latham

- Proceed to refine assumptions included in the draft business plan dedicated to developing and implementing a Lifelong Learning Center.
  - Work with the Finance and Budget Committee and AGA's Executive Director as appropriate.
  - Ask Joe Kapelewski for insights regarding the technology aspect of the proposal.

Billy Morehead

- Accumulate and evaluate NEC input about the research performed to date for the Proposed Paid Lifetime Membership.

- Ensure the issue is added to the December NEC meeting agenda.

#### Ada Phillips

- Work with Relmond Van Daniker to finalize the Wardman Park contract addendum after appropriate input from the NEC.
- Coordinate and incorporate NEC feedback about the PDC Technical Committee Handbook.
- Oversee development of NLC Technical Committee manual or the incorporation of NLC information into the current PDC Technical Committee Handbook.
- Distribute PDC Technical Committee roster to the NEC.

#### Jullin Renthrope

- Continue to seek candidates to fill vacancies on National Awards, Bylaws & Procedures, and PDC Technical Committees. Work with appropriate leaders such as Bobby Derrick, Bill Anderson and Relmond Van Daniker as necessary.
- Continue to work with the National Leadership Conference (NLC) Technical Committee to identify higher senior-level speakers for the February 2004 NLC agenda.
- Work with the National President-Elect, Executive Director and the NEC to finalize the Executive Director Job Expectations and Performance Measures. An interim evaluation will be performed for the period October 1, 2003 through March 31, 2004 and subsequent annual evaluations will cover April 1 to March 31.

#### Lisa Thatcher

- Distribute schedule of upcoming NEC meetings: Friday and Saturday, December 5 and 6, 2003 (two full days); Thursday and Friday March 4 and 5, 2004 (two full days) and Saturday, June 26, 2004 (full day).

#### Relmond Van Daniker

- Draft action plan to address recommendations outlined in the fiscal year 2003 audit management letter.
- Work with Finance and Budget Committee to fill director of finance and administration vacancy.
- Work with Jullin Renthrope to get senior level federal representatives and more state and local representatives (such as Ralph Campbell) on the NLC and PDC Technical Committees.
- Ensure that the Professional Certification Board is aware of the increase in CGFM renewal/administration fees as reflected in the draft fiscal year 2005 budget.
- Explore possibility of re-negotiating the TGD contract with specific focus on contractor's share of revenue for advertisers that AGA staff identifies.
- Inform Sharon Russell that the NEC approved her re-appointment to the GASAC.
- Initiate search for new auditing firm to replace Gelman, Rosenberg & Freedman. Ensure that the audit is performed in accordance with Yellow Book standards.
- Draft employee disclosure of outside employment for NEC discussion, review and approval.
- Look into the issue of AGA's various years: program, fiscal, membership and CGFM. This issue will impact the development of performance and accountability reports.
- Explore and resolve the human resources contract issue.
- Work with the Professional Certification Board to fill the deputy executive director of professional certification vacancy.
- Work with the National President and National President-Elect to finalize the Executive Director Job Expectations and Performance Measures. An interim evaluation will be

performed for the period October 1, 2003 through March 31, 2004 and subsequent annual evaluations will cover April 1 to March 31.

Eva Williams

- Wrap-up NEC's discussion about making an all-attendee social event an integral part of AGA's PDC.
- Brief Relmond Van Daniker about AGA's partnerships and collaborative exchanges and ensure the issue is added to the December NEC meeting agenda.

## **EXECUTIVE SESSION October 3, 2003**

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The NEC conducted an executive session on Friday, October 03, 2003 from 8:30 to 10 a.m.

## **NEXT NEC MEETING**

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The next NEC meeting will be held at the AGA National Offices in Alexandria, VA on Friday and Saturday, December 5 (full day) and 6 (full day), 2003.