

Minutes
AGA National Executive Committee Meeting
June 22, 2007
Hilton Hotel Downtown
Nashville, TN

ATTENDANCE

Committee Present

- Jeffrey Hart, CGFM, CFE, National President, Denver Chapter
- Richard Fair, CGFM, CPA, National President-Elect, Trenton Chapter
- Sam McCall, CGFM, CPA, CIA, CGAP, Past National President, Tallahassee Chapter
- Thomas Sadowski, CGFM, CPA, National Treasurer, Mid-Missouri Chapter
- David Bennett, CGFM, CPA, National Treasurer-Elect, East Tennessee Chapter
- Ronald Cox, CGFM, Senior Vice President for Regional Services – Section I, Indianapolis Chapter
- James Turkett, Senior Vice President for Regional Services – Section II, Dallas Chapter
- Lealan Miller, CGFM, Senior Vice President for Regional Services – Section III, Idaho Centennial Chapter
- Clarence Kuwahara, CGFM, CPA, Senior Vice President At Large, Hawaii Chapter
- Deborah Loveless, CGFM, CPA, Senior Vice President At Large, Nashville Chapter
- Wendy Comes, CGFM, CPA, Senior Vice President At Large, Presidential Appointee, Washington, D.C. Chapter
- Harvey Eckert, CPA, Senior Vice President At Large, Presidential Appointee, Central Pennsylvania Chapter
- Relmond Van Daniker, DBA, CPA, Executive Director
- Richard Bunce, CGFM, Professional Certification Board Chair, Richmond Chapter
- Henry Steininger, CGFM, CPA, Corporate Partner Advisory Group Chair, Washington, D.C. Chapter

Committee Members Not Present

- Karen Holmcrans, CPA, Immediate Past National Treasurer, Washington, D.C. Chapter
- Deborah Davis, CGFM, CPA, CPFO, Senior Vice President for Regional Services – Section IV, Chattanooga Chapter

Committee Designates Present

- Samuel Mok, CGFM, CIA, National President-Elect Designate, Washington, DC Chapter
- Thad Juszczak, National Treasurer-Elect Designate, Washington D.C. Chapter
- John Radford, CGFM, CPA, Senior Vice President Designate, Presidential Appointee, Portland Chapter
- Kelly Stefanko, CPA, Senior Vice President At-Large Designate, Virginia Peninsula Chapter
- Karmen Stockman, CGFM, Senior Vice President for Regional Services, Section II Designate, Mid-Missouri Chapter

Committee Designates Not Present

- Gwendolyn Sykes, CGFM, MPA, Senior Vice President Designate, Presidential Appointee, Washington D.C. Chapter

Guest Attendees

- Mark Huard, Director, Implementation of the Financial Systems Policy, Financial Management Institute of Canada
- Marcel Boulianne, Director of Partnerships, Financial Management Institute of Canada
- Alan Lesieur, Financial Management Institute of Canada
- Tony Cuzzo, Audit Partner, Councilor, Buchanan and Mitchell via telephone

National Office Staff Present

- Susan Fritzlen, Deputy Executive Director of Programs
- Anna Miller, Research Director
- Joseph Jozefczyk, Director of Education
- Cristina Barbudo, Director of Finance
- Katya Silver, Director of Certification Administration
- Evie Barry, Director of Performance Reporting & Academy
- Marie Force, Director of Communications
- Raymond Harris, CGFM, Director of Chapter Operations
- Peter Aliferis, Deputy Executive Director of Operations and Professional Certification
- Ada Phillips, Director of Meetings and Exposition
- Julie Sanders, Education Program Manager
- Michiyo Wheeler, NEC Liaison and Governance Manager

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

MOTION #1: Approve the adoption of the agenda.

MOTION #2: To approve moving \$325 from Katrina Funds to New Orleans Chapter

MOTION #3: To approve Regional Coordinator Awards as national awards presented annually at the Professional Development Conference and Exposition.

MOTION #4: To approve appointments to the Certificate of Excellence in Accountability Reporting (CEAR) Program Board for the 2007-2008 program year. John Hummel, CGFM, CPA continues as chair. Barry White has resigned and Jonathan Breul replaces Barry and will serve a three-year term from July 1, 2007 to June 30, 2010. The term of David Zavada, CPA, CDFM, Dale Sopper, CGFM and James Patton will end June 30, 2007. The following members agreed to serve a three-year term from July 1, 2007 to June 30, 2010: David Zavada will be replaced by Danny Werfel; Dale Sopper will be replaced by Jennifer Main, MPP; and James Patton will be replaced by Wendy M. Comes, CGFM, CPA.

MOTION #5: To approve appointments to the Financial Management Standards Board for the 2007-2008 program year. Robert L. Childree will replace Russell Hinton, CGFM, CPA, and will serve as board chair from July 1, 2007 through June 20, 2009. Warren Binderman, Joanne Griggs, CGFM, Al Hrabak, CGFM, Valerie Lindsey, CGFM, Jeff Long, CGFM, CPA, Craig Murray, and Clarence Taylor have agreed to serve an additional three-year term. The term of

Ron Points, CGFM, expires this year and he will not continue to serve on the board. Mark Funkhouser, Ph.D., and Timothy Gudeman, CPA, CISA, CISM, CIA, have resigned from the board prior to the expiration of their terms (July 2008). Jeffrey Green, CPA, and Roger Von Elm, CGFM, are appointed to serve one-year terms to complete the terms of Funkhouser and Gudeman. David R. Hancox, CGFM, CIA, Simcha Kuritzky, CGFM, and Edward J. Mazur, CPA, are appointed to serve three-year terms.

MOTION #6 To approve appointments to the Journal Editorial Board for the 2007-2008 program year. Michael Kristek, CGFM, Sridhar Ramamoorti, CGFM, Thomas J. Sadowski, CGFM, were reappointed to serve three-year terms from July 1, 2007 to June 30, 2010. Christine Krueger, CGFM, was appointed to serve a one-year term to complete the term of Mark Funkhouser, Ph.D., who resigned from the board and Donald Tidrick, Ph.D., was appointed to serve a three-year term from July 1, 2007 to June 30, 2010 to replace Richard B. Calahan, CGFM, who has elected to end his service to Journal Board after many years.

MOTION #7 To approve appointments to the Professional Certification Board for the 2007-2008 program year. William Taylor, CGFM, CPA, has agreed to continue serving as a board member for another three-year term.

MOTION #8 To approve the chair appointments for AGA National Committees for the 2007-2008 program year. Audit Committee: Diane Dudley, CGFM, CPA; Awards Committee: Dale Geiger, DBA, CGFM; Bylaws and Procedures Committee: Deborah Vaughn Loveless, CGFM, CPA; Emerging Issues Committee: David Zavada, CPA; International Development Committee: William Morehead, CGFM, CPA; Corporate Partner Advisory Group: Henry Steininger, CGFM.

MOTION #9: To approve the FBC's draft charter.

MOTION #10: To approve the chair appointment for the Professional Ethics Board for the 2007-2008 program year. Kelly Stefanko, CPA agreed to serve as the chair for a three-year term.

MOTION #11: To approve Governance Task Force Progress Report.

MOTION #12: To approve NEC Governance Task Force working with the Executive Director to implement :

- The Pro Forma Agenda
- The format for the NEC Oversight Metrics
- The Standard Reports and the NEC Follow-Up Report
- Task force working with the Executive Director to develop specific metrics to include in the NEC Oversight Metrics
- To revise and add policies and procedures for NEC governance.

MOTION #13: To discontinue producing the previous version of the AGA Performance and Accountability Report and replace it with Member Centric Report.

MOTION #14: Accept the report from the International Development Committee (IDC).

DISCUSSION

- **FBC's CHARTER** - The NEC will refer changes to the policies and procedure section back to FBC to define terms in the major budget category that might be useful to determine the NEC's responsibilities.
- **PRO FORMA AGENDA** – New Pro Forma Agenda will be used at the next NEC meeting.

FINANCIAL HIGHLIGHTS

- The audit for FY07 was completed and results were presented by Mr. Tony Cuzzo via conference call.
- Mr. Cuzzo informed the NEC of the clean opinion achieved and provided some highlights on the financial statements.
- The excess of revenue over expenditures was \$135,438. The budgeted amount was \$16,038.
- He also explained in detail the content of a business advisory letter issued in conjunction with the audit, resulting in two recommendations. The first one dealt with controls over disbursements and it arose due to the unauthorized purchases made by a former employee. The audit firm recommended that the Director of Finance review and approve all invoices charged to Finance and Administration. Conversations ensued about this situation and explanations were given to the NEC about the total amount of the unauthorized purchases (\$4,300), how these had taken place and the ultimate recovery of the totality of the funds from the former employee, resulting in no financial impact on AGA.
- The second recommendation was to affix a second signature to those checks made payable to the Executive Director, regardless of the amount. The recommendation was adopted by the NEC and checks to Dr. Van Daniker were to be double-signed starting July 1, 2007, coinciding with the new program year.

EXECUTIVE SESSION

- **Motion #15:** To approve John Radford as the NEC's representative to the Academy's Board of Trustees for a three-year term beginning April 1, 2007 and ending March 31, 2010.

ACTION LIST

Ray Harris

- Modify the supporting details to DM 07-16 and send to NEC before disseminating it to regional and chapter leaders.

Tom Sadowski

- Work with FBC and define terms in the major budget category that might be useful to determine the NEC's responsibilities.

Pete Aliferis

- Work with IDC and begin research on opportunities to involve AGA globally.

Jim Turkett

- Send DM from Early Career Task Force for NEC's approval.

Michiyo Wheeler

- Work with the National President and Executive Director to implement a new pro forma agenda for the next NEC meeting.

NEXT NEC MEETINGS

- Wednesday, September 12 – Atlanta, GA (After Fraud Conference, September 10-11, 2007)
- Friday, December 14, 2007 – Washington, D.C.