AGA National Executive Committee (NEC)
Meeting Minutes
February 26, 2019
National Science Foundation, Alexandria, VA

NEC MEMBERS PRESENT
• John H. Lynskey, CGFM, CPA, National President, Washington D.C. Chapter
• James R. Arnette, Jr., CGFM, CISA, Immediate Past National President, Nashville Chapter
• Dennis G. Green, CGFM, CPA, National Treasurer, Northern Virginia Chapter
• Andrew C. Lewis, CGFM, CPA, PMP, National Treasurer-Elect, Montgomery/P.G. Chapter
• Christina R. Beck, CGFM, Immediate Past National Treasurer, Washington D.C. Chapter
• Joseph H. Connolly, CFE, CICA, Senior Vice President Section I, Northern New Jersey Chapter
• Mark A. Runyan, MBA, CICA, Senior Vice President Section II, Mid-Missouri Chapter
• Elizabeth M. Woody, CGFM, Senior Vice President Section III, Idaho Centennial Chapter
• Gina I. Smith-Moss, MSM, MBA, CICA, Senior Vice President Section IV, Shenandoah Valley Chapter
• David A. LeBlanc, CGFM, CFS, Senior Vice President At-Large, Boston Chapter
• Melinda Miguel, CIG, CFSA, CBM, CICA, PMP, Senior Vice President At-Large, Tallahassee Chapter
• Wendy Morton-Huddleston, CGFM, PMP, Senior Vice President Appointed, Washington D.C. Chapter
• Gloria L. Jarmon, CGFM, CPA, Senior Vice President Appointed, Washington D.C. Chapter
• Carlos A. Otal, CPA, Corporate Partner Advisory Group Chair, Ex Officio Member, Washington D.C. Chapter (non-voting member)
• Sherri Voigt, CGFM, Professional Certification Board Chair, Southern Wisconsin Chapter (non-voting member)
• Ann Ebberts, MS, PMP, Chief Executive Officer, Ex Officio (non-voting member)

OTHER ATTENDEES
• Justin W. Poll, CGFM, Governance Committee Chair, Washington D.C. Chapter (partial attendance)
• Billy Morehead, Ph.D., CGFM, CPA, Chair, Higher Education Committee (partial attendance)

NATIONAL OFFICE STAFF PRESENT
• Susan Fritzlen, Chief Operating Officer
• Cristina Barbudo, MS, CPA Director of Finance & Administration
• Katya Silver, Director of Professional Certification (partial attendance)
• Christy Herz, Executive Assistant/Governance Manager

Welcome and President’s Report
National President John Lynskey welcomed the group. A motion was made and seconded to adopt the February 26, 2019 NEC meeting agenda. A vote was taken, and the motion was approved unanimously.

A motion was made and seconded to approve the December 6, 2018 NEC meeting minutes. A vote was taken, and the motion was approved unanimously.

John presented the President’s Report highlighting his chapter visit to the Tallahassee Chapter where he met with professors from Florida State and Florida A&M Universities. He noted that AGA showed
tremendous support and value to AGA members during the government shutdown, offering free training opportunities.

John presented DM 19-02 PDT 2019 Co-Chair Appointments, appointing the following Technical Committee Co-chairs for PDT 2019 in New Orleans:

- Federal: Lynn Moaney, Deputy Chief Financial Officer, USDA
- State/Local: Meagan Gaillard, Director of Audit, Palm Beach County, OIG-Office of Inspector General
- Private Sector: Rowan Miranda, Managing Director, Accenture

A motion was made and seconded to approve DM 19-02 as proposed. A vote was taken, and the motion was approved unanimously.

John presented DM 19-03 – Accountability Committee Charter to approve the formation of an AGA national Accountability Committee. The proposal elevates the Accountability Workgroup, in existence for a decade, to a standing national committee.

A motion was made and seconded to approve DM 19-03 as proposed. A vote was taken, and the motion was approved unanimously.

A motion was made from the floor to appoint Donna Sandoval, current chair of the Accountability Workgroup to be the chair of the Accountability Committee through June 30, 2019. The motion was seconded, a vote was taken, and the motion was approved unanimously. It was recommended that the committee’s first order of business be discussing the name of the committee and whether it should be changed to better reflect the committee’s charter.

CEO Report
CEO Ann Ebberts reported on the impact of the Federal Government Shutdown on AGA, including negative and positive impacts.

She also outlined plans to expand AGA’s chapter visit program to involve more of AGA’s national leaders in visits to chapters and to offer chapters options for the types of visits from members of the NGB: CPE, chapter support, employer visits and university visits. The goal is to meet the varied needs of chapters, provide more direct chapter support, and get more value out of our travel dollars. Details will be shared with chapters beginning at LEAD! chapter leadership training in the spring.

Finance and Budget Committee Report
National Treasurer Dennis Green presented the Balance Sheet showing a healthy cash position and reviewed updated projections for FY19, program by program. At this point, we are expecting to have expenses over revenue of $14,577 by year end as compared to an earlier projected budget deficit of $143,975, due to a strong PDT 2018.

The Finance and Budget Committee (FBC) has wrapped-up their project to assist chapters with their IRS non-profit status. In addition, they held a successful Chapter Treasurer’s webinar and they are completing a review of AGA’s financial policies and procedures. They will have recommendations for edits to the policies at the next NEC meeting.
National Treasurer-Elect Andrew Lewis reported on the FY20 budget process which started in December. The Government Shutdown had a big impact, causing a more conservative budget to be developed. The proposed budget calls for the use of $125,000 in CGFM reserves to complete the exam and study guide updates and $75,000 from operating reserves. We have made positive contributions to our reserves for the last eight years, only using them once, so the FBC feels comfortable budgeting to use 6% of the reserves in the year ahead.

The FBC is looking at how we can lower our credit card fees which could have an impact in the amount of reserves needed and will make other recommendations to help balance the budget in the future. Andrew reviewed the FY20 budget, program by program, highlighting that PDT 2019 is budgeted very conservatively to have revenue over expenses of $32,000, down from $293,000 this year. Andrew reviewed the PDT 2019 Breakeven Analysis.

A motion was made and seconded to approve the FY20 budget as presented. The motion was approved unanimously.

**Senior Vice Presidents for Regional Services (SVPRS) Report**

Gina Smith-Moss, SVPRS Section IV, highlighted there are preliminary discussions about opening new chapters in Southern Utah, Las Vegas/Southern Nevada, Orange County, Tulsa, and Kansas.

She also reported on chapters that have requested to be dissolved or have been inactive for many years. SVPRS are reaching out to members in the chapters to offer support or help with the dissolution process. We are providing the opportunity for members to join another chapter or become at-large members. Those chapters are:

- Puerto Rico – 6 members
- Circle City – 9 members
- Gulf Coast – 8 members
- San Antonio – 22 members
- Tampa Bay – 46 members
- Mid-Willamette Valley – 6 members
- N. Mariana Islands – 10 members
- NW Inland Empire – 18 members
- Central Washington – 17 members
- Los Angeles Civ Ctr – 52 members
- Portland – 47 members
- N. Alabama – 16 members

Gina highlighted the 15 chapters that have not yet appointed representatives to the National Council of Chapters. SVPRS and staff are reaching out to these chapters to encourage participation on the Council. She reported on ongoing concerns of employer support, succession planning, getting speakers for events, chapter websites, and vacancies on large Chapter Executive Committees.

Marsi Woody, SVPRS Section III, highlighted a success with the Utah chapter offering a CGFM course which members of the Idaho Chapter participated in virtually. It was recommended that we promote as a best practice chapters sharing training virtually.
Leadership Development Committee Update

Leadership Development Committee (LDC) Co-Chairs Jim Arnette and Christy Beck reported that the committee was formed in the fall as a result of the new governance structure. The Committee developed a new nomination form for prospective members of the National Governing Board to complete. The committee used a web-based application and review system to evaluate candidates. In addition, the committee did more active recruiting of candidates for National President-Elect and National Treasurer-Elect than in the past. As a result, we had several excellent nominees for each position. Those not recommended for the positions of president-elect and treasurer-elect have been contacted and given guidance to make them a more successful candidate in the future.

DM 19-04 – National Officer Election was presented (with individuals mentioned in the DM being asked to leave the room). The DM recommending the following individuals for national officer positions for the 2019-2020 year was discussed:

- National Treasurer-Elect: Katherine J. Stickel, CGFM, CPA, Nashville Chapter

In addition, the LDC recommended current Senior Vice President At-Large David LeBlanc to fill the vacancy in the Director (At-Large) position held by Wendy Morton-Huddleston. David was among the most current candidates for Senior Vice President and, due to the governance structure change, was only expected to serve two years of the three-year term he was appointed to fill. Having David continue to serve on the National Governing Board one more year will allow for more continuity. The composition of the first National Governing Board, with the approval of these three appointments, will be eight continuing members of the Board, eight new members of the board, and the CEO.

A motion was made and seconded to approve DM 19-04 as proposed. A vote was taken, and the motion was approved with eleven yes votes (two voting members were out of the room during the vote).

In March, the LDC will turn their attention to selecting the National Governing Board’s Directors (for Chapters) from representatives appointed to the National Council of Chapters.

A note was made for next year’s LDC to review the Board’s make-up in selecting future candidates to consider the board’s balance as a factor, i.e. federal, state, local and corporate members.

DM 19-05- PCB and CPAG Appointments - was presented, appointing the following individuals to chair the PCB and CPAG. The appointees will serve on the 2019-2020 National Governing Board.

- Professional Certification Board (PCB): Sherri Voigt, CGFM, CPA (one-year term)
- Corporate Partner Advisory Group (CPAG): Kevin Greer, CGFM, CPA, PMP, CDFM (one-year term)

A motion was made and seconded (with an individual mentioned in the DM leaving the room) to approve DM 19-05 as proposed. A vote was taken, and the motion was approved unanimously.

Higher Education Committee Report

Billy Morehead presented the results of the recent Higher Education Survey, specifically:

1) Challenges with the demand for the governmental courses (colleges are not offering because too few students are taking)
2) Competing demands on campuses (reduced numbers of hours in degree programs have caused colleges to drop or reduce the governmental offerings)

3) Challenges in finding qualified faculty

4) Increase in online offerings requests from faculty for more digital support materials, including voice over PPTs and video instruction

5) Increased demand for data analytics in course material

Katya Silver discussed the university initiative staff has been working on, building relationships with colleges and universities to promote the CGFM program and curriculum. She highlighted our partnerships with Florida International University and George Mason University specifically.

Wendy Morton-Huddleston presented on Transformation Across the Profession and the Impact on Accounting & Business Majors, highlighting changes in the government financial management field (the evolution of technology, curriculums and certifications) and recommendations consideration for AGA to keep up with the changes:

- Inclusivity potential – target membership across a broader spectrum of students and professionals
- Training – increase offerings in IT, data analytics, RPA, etc.
- Consider an academic case competition challenge with a technology digitization focus based on the evolution of innovative practices and business trends
- Evolve marketing of the CGFM across IT, data and technology professionals and students

Committee/Board Reports
Corporate Partner Advisory Group Chair Carlos Otal reported on CPAG’s upcoming events and workshops. CPAG activity is increasing and we are seeing more engagement by government professionals in CPAG’s committee calls as well as new firms joining.

Professional Certification Board Chair Sherri Voigt and Director of Professional Certification Katya Silver reported on the CGFM exam update taking place this year, an extensive project which takes place every five years. It will culminate with new exams rolled out in January of 2020. A timeline for the exam update and updated exam content outlines are published online. We are always seeking subject matter experts for help update CGFM study guides. Please let us know if you can help.

Katya also highlighted the $25 application fee for the CGFM program that was offered in January in celebration of CGFM’s 25th anniversary. It was a successful promotion and will be offered again during March, CGFM month, but only for AGA members.

Governance Transition Update
Governance Committee Chair Justin Poll provided an update on the transition to AGA’s new governance structure.

Since the December NEC meeting, all chapters were sent information about the National Council of Chapters (NCC) and asked to appoint their NCC representatives by January 25th. 67 representatives have been appointed to date. The appointed NCC reps received a welcome letter and were invited to self-nominate for Directors (for Chapters) positions on the board. The “Call for Nominations” page and nominations form were updated with Directors (for Chapters) information.
Invitations have been sent to new NCC representatives and known incoming NGB members, requesting that they register to attend the spring LEAD Meetings, providing a 3rd attendee for each chapter, and bringing together all 2019-2020 leaders at one of two chapter leader training events.

The Bylaws Committee has approved a new chapter bylaws template and work on chapter policies and procedures is now underway; chapters will be sent both documents this spring and requested to review and amend their governing documents in conjunction with the governance transition.

Upcoming governance transition work includes the LDC selecting Directors (for Chapters) for the first National Governing Board for NEC approval by the end of March/April. In addition, the NCC orientation program for LEAD will be developed as well as the program for the first NCC meeting at the PDT. The first NGB meeting will be conducted at the PDT on Saturday July 20.

The Governance Committee will next review all committee and board charters to recommend any changes due to the governance structure implementation. The committee will also prepare for the annual NEC assessment to be conducted in May.

Ann Ebberts presented changes to the PDT due to the new governance structure including:

- incoming board members only attending the first National Governing Board meeting
- a new National Council of Chapters Meeting chaired by the incoming President-Elect
- a combined Past National President and Treasurer session\lunch
- the gavel exchange moved to Monday’s luncheon, and
- the May virtual NEC meeting moved to June, as it will be the NEC’s last meeting of the year.

June 10 was selected as the NEC’s next virtual meeting date, and the meeting will include an NEC assessment (from Board Source) and executive session.

A concern was brought forward that travel, hotel rooms, and conference registration is not covered for outgoing NEC members at July’s PDT as their final meeting is in June, and their term year ends June 30. It was noted that since this is a transition year, outgoing NEC members had expected AGA to cover their attendance at PDT and their employers were expecting them to receive CPE as a result of their service to AGA. It was requested that AGA cover the PDT cost for the seven impacted members.

Although this was outlined in transition planning documents prior to the vote on the new governance structure, some NEC members had thought there would be a “transition year” when both incoming NGB members and outgoing NEC members would attend PDT. The group agreed that the plan to have only incoming members of the Board attend the July NGB meeting and PDT was appropriate for future years but felt a transition for 2019 was appropriate, with both outgoing and incoming members. It was recommended that the job descriptions for members of the National Governing Board clearly outline the five meetings per year that Board members attend.

The group discussed that hotel scholarships are not being provided for 2018-2019 RVPs to attend PDT 2019.

A motion was made and seconded to invite outgoing NEC members to attend PDT 2019 for CPE purposes at AGA expense, for up to five nights each at a maximum total of $20,000 in expenses, if the member’s employer is not able to cover the cost. It was discussed that the NEC members would not attend the Saturday NGB meeting or dinner and they would try to arrive on Sunday morning to
eliminate a night and reduce expenses if at all possible. It was not determined where in the FY20 budget the funds would come from and what other areas would need to be reduced to support these expenses.

A vote was taken, and the motion was approved with 10 yes votes and 3 members abstaining. Those abstaining were:

Joseph H. Connolly, Senior Vice President Section I
Elizabeth M. Woody, Senior Vice President Section III
Melinda Miguel, Senior Vice President At-Large

**Strategic Membership Discussion**
Chief Operating Officer Susan Fritzlen presented the results of AGA’s membership survey as well as three membership areas identified by the NEC as priorities in the year ahead: Inclusivity, Employer Support, and Higher Education.

The group discussed changes to the profession driven by technology and the importance of inclusivity of all accountability professionals. It was suggested that our name doesn’t match our branding or “elevator speech”. It was noted that our member roles show we are inclusive, but our name doesn’t reflect that, and chapter meetings often attract only accountants and auditors. There does not seem to be as much diversity at the chapter level as at the national level. It was noted that AGA is geographic-centric, and it was suggested that we have subject matter/topic-centric communities instead of geographic communities.

The group discussed how we describe ourselves to those who don’t know AGA – i.e., as government accountability professionals or a community of professionals working together to ensure government accountability.

It was suggested that we revise the Chapter Recognition Program to include points for inclusivity/reaching out to new groups. We could reward chapters for having a plan for doing something new and different in their chapter education program and outreach programs and have their deadline be later than July 15 to allow for the chapters to plan for the next year. We could reward chapters for identifying and conducting outreach meetings with three government offices close to them to be inclusive.

It was suggested that we discuss with the National Council of Chapters how chapters can execute new education programs and new relationships. Obtaining chapters’ input on how we describe who we are and what we do, and a new elevator speech was also discussed.

As support from employers continues to be an issue for member participation in AGA activities, Employer Support was discussed, specifically what employees can share with their employers and the value of AGA participation. Intergovernmental solutions and free research and job aids for workplace issues were noted in addition to networking and learning from others, leadership skills and emerging technologies. It was noted that members can describe the value they get from AGA but are not communicating that with their employers.

The group discussed how we can get chapters more involved in AGA’s higher education initiative and how AGA can bring more awareness of the government financial management profession among college students and institutions of higher learning. Ideas noted were: reaching out to schools that offer MPA and MPP degrees, developing a landing page on our website for students, holding government only job
fairs at colleges, sharing who AGA members’ employers are, holding a lecture series at a college, mentoring students via app or text-based program, reaching out to service academies, and obtaining introductions from our members to their contacts at colleges/universities.

**Closing Remarks**
Ann Ebberts reported that AGA participated in a winning proposal effort to support training and education event planning and execution for the Department of Veterans Affairs. AGA teamed with two corporate partners, 11th Hour Service (prime) and KPMG for the four-year contract (one year with three option years). Any questions regarding the effort should be directed to Ann.

John Lynskey asked NEC members to send stories of AGA members giving back to the profession to him, Ann Ebberts, Susan Fritzlen, or Chapter Services Manager Louise Burnette to share in our publications.

John thanked the NEC for an effective meeting in moving AGA forward.