AGA National Executive Committee (NEC)
Meeting Minutes
December 6, 2018
Conference Call

NEC MEMBERS PRESENT
- John H. Lynskey, CGFM, CPA, National President, Washington D.C. Chapter
- Ernest A. Almonte, CGFM, National President-Elect, Boston 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
- Elizabeth M. Woody, CGFM, Senior Vice President Section III, Idaho Centennial Chapter (virtual attendance)
- 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
- Deborah Loveless, CGFM, CPA, Senior Vice President Appointed, Nashville 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
- Sherri Voigt, CGFM, Professional Certification Board Chair, Southern Wisconsin Chapter
- Ann Ebberts, MS, PMP, Chief Executive Officer, Ex Officio 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 (partial attendance)
- 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 and took a roll call.

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

A motion was made and seconded to approve the September 19, 2018 NEC meeting minutes. A vote was taken, and the motion was approved unanimously.

John presented the President’s Report highlighting his chapter visits to Baton Rouge and Charleston, SC and reporting on the Tallahassee Chapter’s update on Hurricane Michael recovery efforts. He invited Jim Arnette and Ann Ebberts to report on their recent chapter visits as well.
Leadership Development Committee Update
Leadership Development Committee Co-Chair Jim Arnette reported that the committee has been reaching out to individual AGA members, encouraging them to consider serving in a national leadership role. The committee updated the National Governing Board nomination form, adding five questions to capture more meaningful information about the nominees. Nominations for President-Elect and Treasurer-Elect are due by December 10. The committee will review the nominations in December and schedule interviews with top candidates in January. The Leadership Development Committee will present final selections for each position to the NEC for approval at their February meeting.

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

Membership Discussion Follow-Up
Chief Operating Officer Susan Fritzen presented a summary of the NEC’s September strategic membership discussion. She asked the NEC to review it and provide feedback to her for the February meeting. NEC members are asked to develop two lists: 1) identify the top three items they think should be addressed in the year ahead 2) identify areas that resonate with them and note where they see themselves playing a role moving forward.

Susan discussed some specific items the membership team has been working on:
- addressing the lack of employer support for AGA membership
- planning for our annual chapter leadership training meetings which will now be called LEAD! (previously known as Sectional Leadership Meetings SLMs),
- promoting our value proposition to members and leaders
- providing direct chapter support
- developing and launching a member survey

She shared preliminary results and encouraged all NEC members to take the survey.

Higher Education Committee Report
Higher Education Committee Chair Billy Morehead presented the committee report. Last year the committee spearheaded creation of two marketing flyers, one for students and one for the academic community which are now available online and in print.

This year the committee is exploring the idea of an academic-ready package to provide content to professors to help them teach government financial management to students. A survey has been sent to all AGA’s academic members to obtain more information on materials currently used by the higher education community. Billy reported on some early results. The committee will be analyzing the full results and discussing next steps, to be reported on at a future NEC meeting.

At the February NEC meeting, Wendy Morton-Huddleston will lead a strategic discussion on the shifting of student majors from accounting.
Professional Certification Board Report

Professional Certification Board Chair Sherri Voigt reported that AGA is currently undertaking a CGFM exam update, an extensive project which takes place every five years. Job analysis work is being finalized and the exams content outlines will be published in January. Question writing workshops will take place in December and January. Beta exam testing is scheduled for September/October with the new CGFM exams to be launched in January of 2020.

The My CGFM area of the AGA website has a new CPE tracking feature which allows CGFMs to track their AGA CPE as well as upload CPE from other places. It has been tested with individuals participating in the annual CPE audit. We are formally announcing it to all CGFMs today.

We have launched a new practice exam platform for CGFM candidates, that has 50% more questions than before and offers more flexibility, with ability to test by content area. This is a new tool for candidates that is also formally being announced today.

Finance and Budget Committee Report

National Treasurer Dennis Green presented the Balance Sheet showing a healthy cash position and informed the NEC that a review of the investments (CDs) was conducted by the FBC as required by the financial policies. He also discussed projections for FY19 using a Profit and Loss Summary by program with their financial highlights. At this point, the anticipated excess revenues over expenses is $62,558 as compared to a budgeted deficit of $143,975.

The Audit Committee has been actively seeking bids for an RFP issued for a new audit firm.

All FBC and NEC members have been sent AGA’s 990 form for review. It will be filed with the IRS by the end of the calendar year.

Treasurer-Elect Andrew Lewis discussed the upcoming process to develop a budget for AGA’s 2019-2020 year. NEC members should send any input they have on areas AGA should be investing in during the year ahead to Andrew by December 19.

Governance Committee Report

Governance Committee Chair Justin Poll presented three Decision Memorandums on behalf of the Governance Committee for NEC discussion, input, and approval:

National Council of Chapters Charter, DM 18-14

A charter was presented for the new National Council of Chapters (NCC) which will serve as an advisory group to the National Governing Board and will be comprised of one member per chapter. The charter outlines the council’s purpose, responsibilities, composition and meetings. It was noted that the NCC will not be a voting body, rather an advisory group, so no quorum needs to be established.

A motion was made and seconded to approve DM 18-14 as proposed. A vote was taken, and the motion was approved unanimously.

NCC Representative Position Description, DM 18-15

A position description was presented for representatives to the new National Council of Chapters, which follows the same format as the National Governing Board position descriptions approved in September. The position description was intended to convey that members of the NCC are expected to actively participate and be engaged in the activities of the Council.
A motion was made and seconded to approve DM 18-15 as proposed. A vote was taken, and the motion was approved unanimously.

Selection criteria for chapters to consider in appointing their representative to the NCC was also discussed. Chapters will be asked to consider who will represent them in a high profile, strategic setting. While experienced chapter leaders who are new to national leadership are encouraged for appointment to NCC positions (to develop future leaders), individuals who have previously served in national roles are also eligible to serve. The member appointed should be knowledgeable about chapter operations and challenges, and recent service as a member of the chapter’s executive committee is preferred. The appointee should serve on the chapter’s executive committee to communicate relevant information from the NCC to chapter leaders and vice versa. Current chapter presidents and presidents-elect are not recommended to represent their chapter on the council, as their priority should be at the local level.

It was noted that smaller chapters may have a hard time finding volunteers to serve as their NCC representative, especially if they don’t have employer support for participation on the council. It was discussed that exceptions can be made by the chair of the council as to who can participate. Staff can provide a letter for employers outlining the benefits of participation that volunteers can share with their employer. It was noted that technology can be used to include chapter representatives that may not be able to participate in-person.

It was noted that AGA will provide two hotel scholarships per chapter for the NCC meeting/PDT as in the past, one to be used for the NCC representative.

**NGB Position Description Amendments, DM 18-16**
Revisions were proposed for the position descriptions of National Governing Board members to include their participation in annual chapter leadership training meetings in April/May. It is recommended that NGB members attend these meetings to help train and network with chapter leaders, get to know the chapters, and to develop their own leadership abilities.

A motion was made and seconded to approve DM 18-16 as proposed. A vote was taken, and the motion was approved unanimously.

**CEO Report**
CEO Ann Ebberts reported that a Decision Memorandum appointing co-chairs for the Professional Development Training will be coming soon. She is still seeking a Louisiana state representative to serve. Gloria Jarmon, Deborah Loveless and Jim Arnette volunteered to help reach out to the state auditor.

The Intergovernmental Partnership is working on two projects, Payment Integrity and Financial Cybersecurity. They are seeking stories of agencies making progress in these areas to share with the broader community. In addition, they are responding to OMB’s request for feedback on the initial set of approximately 430 data elements.

As many non-profits do, AGA sent out a request for donations on Giving Tuesday. We have had a donate button on our website since the end of 2017.

We are expecting 26 or more agencies to participate in CEAR this year. The CEAR reviewer training was held on Monday.
The CCR Case Challenge Winner has been announced. A team from Auburn University won and each member will receive a $1,000 scholarship.

Ann reported on the successful Shared Services Summit in November and the upcoming Financial Systems Summit and National Leadership Training.

**Closing Remarks**
John Lynskey asked NEC members to help him promote AGA members in the Notable and Quotable feature in the Topics e-newsletter. In addition, he reminded SVP At-Large and Appointed members to come prepared at the February meeting to provide an example of an AGA member giving back to the profession.

John asked NEC members if they agree with providing staff a holiday gift of Christmas Eve as a day off as has been done in the past. The group was in agreement.

A motion was made and seconded to adjourn the meeting. A vote was taken, and the motion was approved unanimously.