

AGA Southern Arizona Chapter Meeting Minutes
April 16, 2014
Pima Community College
Tucson, Arizona
11:30 – 1:00 pm

Speaker: William D. Miller, CGFM, CIA, AGA National President – Elect

Topic: Citizen-Centric Reporting

Attendees: 24 in total (see attachment A for details).

Jose Martens, FY 2014 Chapter President, opened the meeting with some announcements. He said next month will be the last meeting of the fiscal year 2014. Ballots for the next fiscal year will be sent to everyone. We still need a president and a president-elect for next year. Please let the Board know if you are interested in moving to any of these positions. The CPE certificate will be provided at the end of the meeting.

In addition, Jose proudly informed the meeting about the State Proclamation. March was declared as "CGFM Month" to recognize the AGA Program and its accomplishments.

Jose Martens introduced our guest speaker William D. Miller, President – Elect of AGA National.

Bill Miller established performance audit organizations in 3 levels of government serving as Regional Director Kansas City Office of Veterans Affairs Inspector General; Performance Audit Director, State of Missouri State Auditor's Office, and County Auditor, Johnson County Kansas. Audits resulted in millions of dollars of savings, returns, and crime prevention. Bill started his career with the U.S. Army Audit Agency, moved to U.S. Dept of Energy Office of Enforcement as Regional Director, Kansas City, and finished his federal career with the Office of Inspector General, Dept. of Veterans Affairs.

Bill Miller has received numerous awards for his performance and recognition by AGA through several of their high level awards. Bill has served in the St. Louis Chapter, Northern Virginia Chapter and Kansas City Chapter. He held many chapter chairs and presidency. He also served as the Regional Vice-President of the Midwest Region, Senior Vice President Regional Services Section II, and National President-Elect.

In today's meeting, Bill Miller talked about the importance of the Citizen-Centric Report (CCR). This is one of the greatest things AGA did to advance government accountability and transparency. There was a problem of mistrust at some point in the past. The public deserves to have information on how a government operates and its future outlook. CCR is built in a language that is simple, easy to understand, and user-friendly so that general public can read the reports.

Bill introduced major elements of the Citizen-Centric Report to the meeting participants. A good CCR should include four pages only. Page one should present the government vision statement, strategic goals, government organization and its demographics, and table of content. Page two should talk about the government functions and what does it do. Page three is financial information about budget and spending. Page four details future challenges and economic outlook.

In addition to the general guidelines for content, Bill also talked about the Design Guidelines. Design should have visual appeal and readability. Use of pictures and graphics has more impact on readers.

AGA website provides resources of the best practices to develop a CCR, as well as templates to use. Chapters are encouraged to go to the AGA website to have tools and guidance on content, design, and samples of completed CCR.

We need more chapters to participate in CCR. It improves the government accountability and transparency. It provides points for chapters. Chapters also can get Certificate of Excellency in CCR.

Bill told us about an interesting story of Collegiate Case Challenge last year where 50 universities have been participating in doing a mockup CCR. Students were so excited to be involved. This is a great tool to expose AGA awareness to students.

In conclusion, Bill thanked everyone for being a part of AGA and for letting him know the academic side of our local chapter.

A copy of the AGA Citizen-Centric Report 2012-2013 was distributed to each of the meeting participants.

Jose Martens closed the meeting by thanking Bill for spending time with the AGA Southern Arizona chapter and speaking on the Citizen-Centric Reporting.

The meeting was adjourned at 1:00 pm

The Board meeting was held following the Chapter's meeting

Attendees: 7 Board members

Jose Martens updated Board members with the progress of issues that were discussed during previous Board meetings.

- CGFM – State Proclamation: This was done. March was declared as "CGFM Month" to recognize the AGA Program and its accomplishments
- Holiday Party - Scholarship - \$500: Holiday Party went very well. Casey Good sent the check to UA and scholarship was disbursed.
- AGA and IIA Joint Meeting: The joint meeting was successful. There were 27 participants with AGA share of \$546.26 to our chapter. This was the second year the joint meeting was held and everyone wanted to continue it next fiscal year.
- AGA – Shirt Logo: This is still a pending item and will be followed up next fiscal year.
- 2014 SLM – April 24-26, 2014 in Kansas City: Bill D'Ellias is the only one representing our chapter at the meeting.
- Status of the membership scholarship (Shelly): Jose Martens will follow up with Shelly Kais

Board members have been discussing new items including:

- Financial Statements – November/December/January/February/March: Jose Martens looked through all the financial statements from November 2013 through March 2014 and they were good. Thank you Casey Good for taking care of them so well. Our chapter has a healthy financial condition with cash and checking balance both increased.
- National PDT in Orlando, Florida will be from July 13 – 16, 2014. There are two hotel Scholarships that covers room and tax. Please let board members know if there is anyone who is interested.
- FY 2014-2015 – Chapter Executive Committee: We still need President and President-Elect for the next fiscal year. Board members should reach out to encourage other members of our chapter to step up and take these roles. Providing some sort of incentives would be a good way.
- Mark McGurk commented that we should have a separate board meeting to lay out everything for next fiscal year including meeting schedules, guest speakers, and liability insurance.
- Jose Martens will look into renewing our insurance policy. He will talk to Terri Vorholzer about the meeting room and try to book it in May.
- Board members all think that our chapter should send an official thank-you letter to corporate donors who sponsored the Holiday Party in December 2013.

Hanh Thi Minh Do
AGA Southern Arizona Chapter Secretary

Note: See attachment A on the next page

Attachment A: Chapter's Meeting Attendees

Last Name	First Name	Organization
Aguirre	Brenda	University of Arizona - FSO
Allen	Chris	University of Arizona
Amaro	Emiliano	University of Arizona - FSO
Beltran	Carol	University of Arizona
Brown	Susan	Pima County
Dellinger	Denise	University of Arizona - FSO
Do	Hanh	University of Arizona - FSO
Dominquez	Valentin	Pima County
Duenas	Sylvia	Pima Community College
Duling	Kari	University of Arizona - FSO
Fike	Elvira	University of Arizona - FSO
Fisk	Jani	University of Arizona - FSO
Good	Casey	Heinfeld Meech
Hinze	Nicole	University of Arizona - FSO
Ketmark	Jodi	University of Arizona - FSO
Lee	Jean	Pima County
McGurk	Mark	University of Arizona - FSO
Midkiff	Anna	University of Arizona - FSO
Morez	Kathy	University of Arizona
Smith	Marian	University of Arizona - FSO
Somani	Sneha	University of Arizona - FSO
Tengler	Derek	University of Arizona - FSO
Xu	Xiaowen	University of Arizona