AGA National Executive Committee
Meeting Minutes

I. December 15, 2016, Hotel Monaco, Strategic Planning Session
II. December 20, 2016, NEC Business Conference Call

I. December 15, 2016, Hotel Monaco, Strategic Planning Session

NEC MEMBERS PRESENT

- Douglas A. Glenn, CPA, National President, Washington D.C. Chapter
- James R. Arnette, Jr., CGFM, National President-Elect, Nashville Chapter
- John E. Homan, MBA, CGFM, CPA, CGMA, Immediate Past National President, Northern Virginia Chapter
- Justin W. Poll, CGFM, National Treasurer, Phoenix Chapter
- Christina R. Beck, CGFM, National Treasurer-Elect, Washington, D.C. Chapter
- Tim C. Baker, CICA, Immediate Past National Treasurer, Lincoln Chapter
- Thalia J. Melendez, Senior Vice President Section I, New York Capital Chapter
- Mark A. Runyan, MBA, CICA, Senior Vice President Section II, Mid-Missouri Chapter
- Doreen T. Crisostomo Ph.D., CGFM, CFE, CICA, Senior Vice President Section III, Guam Chapter
- Karen B. Hale, CGFM, Senior Vice President Section IV, Nashville Chapter
- Melinda Miguel, CIG, CFSA, CBM, CICA, PMP, Senior Vice President At-Large, Tallahassee Chapter
- Mark A. Reger, CPA, Senior Vice President Appointed, Washington, D.C.
- Deborah Loveless, CGFM, CPA, Senior Vice President Appointed, Nashville Chapter
- Carlos A. Otal, CPA, Corporate Partner Advisory Group Chair, Ex Officio Member, Washington D.C. Chapter
- Ann Ebberts, MS, PMP, Chief Executive Officer, Ex Officio Member

NATIONAL OFFICE STAFF PRESENT

- Susan Fritzlen, Chief Operating Officer
- Katya Silver, Director of Professional Certification
- Helena Sims, Director of Intergovernmental Relations
- Christy Herz, Executive Assistant/Governance Manager

OTHER ATTENDEES

- William A. Morehead, Ph.D., CGFM, CPA, Past National President
- Wendy Morton-Huddleston, CGFM, PMP, Washington D.C. Chapter President
- Louis M. Ockunzzi, CGFM, Regional Vice President, Great Lakes Region
- Mary E. Peterman, MPA, CGFM, CPA, Past National President
- Julia K. Ravenscraft, CPA, Young Professionals Focus Group
- Doreen S. Shute, CGFM, CPA, Bylaws and Procedures Committee Chair
- Douglas W. Webster, DBA, CGFM, PMP, CGEIT, Governance Committee
- Clifton A. Williams, CGFM, CPA, CGMA, Governance Committee Chair
- Alexander P. Yow, Young Professionals Focus Group
- Carolyn Lugbill, CAE, MAM, Tecker International
Welcome and Strategic Planning Session
President Doug Glenn welcomed the group and highlighted the Association Summit, an annual meeting of six similar financial management associations, held the day before the strategic planning session. At the Summit, a crystal was presented to AGA in memory of Relmond P. Van Daniker, AGA’s former Executive Director, who passed away in November.

Past National President Mary Peterman thanked the NEC for renaming AGA’s Government Transparency Award, the Relmond P. Van Daniker Government Transparency Award, and spoke about her phone call telling Van about the award named in his honor.

Doug introduced Carolyn Lugbill of Tecker International to lead a day-long strategic planning session. Carolyn’s PowerPoint presentation and session summary are available to NEC members.

Nominating Committee Report and Executive Session
NEC members and Christy Herz met at the lunch break of the strategic planning session. John Homan thanked the Nominating Committee and reported on the following proposed 2017-2020 National Officer slate:

- National President-Elect: John H. Lynskey, CGFM, CPA, Washington DC Chapter
- National Treasurer-Elect: Dennis G. Green, CGFM, CPA, Northern Virginia Chapter
- Senior Vice President At-Large: Ernest A. Almonte, CGFM, CPA, CFE, CFF, Boston Chapter
- Senior Vice President Section III: Judy A. Shock, At-Large Member
- Regional Vice Presidents-Elect:
  - Northeast: Emily Kunchala, New York Capital Chapter
  - Gulf: Jeff D. Wheeler, Jackson Chapter
  - Midwest: Deborah S. Schroeder, CGFM, CPA, Des Moines Chapter
  - South Central: Thandee Kywe Maung, CGFM, CFE, CPA, CLEA, Dallas Chapter
  - Southwest: Vince Lithgow III, CGFM, New Mexico Chapter
  - Northwest: Sandra J. Starnes, CGFM, CPA, Seattle Chapter
  - Pacific Rim: Pamela K. Young, CGFM, Hawaii Chapter
  - West Coast: Carol L. Olney, Sacramento Chapter
  - Capital: Christine Tritsch, CGFM, Washington DC Chapter
  - South Atlantic: Saa'dia J.W. Talbert, CPA, Richmond Chapter
  - Southeast: Penny T. Austin, CGFM, CPA, Nashville Chapter
  - Great Lakes: Vacant
  - North Central: Vacant
  - North Atlantic: Vacant

It was noted that Section I SVP Thalia Melendez is working to fill the vacant RVP positions. Ann Ebberts recommended that the committee consult with the Ethics Board to see if complaints had been made or disciplinary action had been recommended for any candidates. John asked that NEC members keep the slate confidential until December 21, so that he may notify the nominees as well as the applicants not selected.

Staff members then left the room and an Executive Session was held.
II. December 20, 2016, NEC Business Conference Call

NEC MEMBERS PRESENT
- Douglas A. Glenn, CPA, National President, Washington D.C. Chapter
- James R. Arnette, Jr., CGFM, National President-Elect, Nashville Chapter
- John E. Homan, MBA, CGFM, CPA, CGMA, Immediate Past National President, Northern Virginia Chapter
- Justin W. Poll, CGFM, National Treasurer, Phoenix Chapter
- Christina R. Beck, CGFM, National Treasurer-Elect, Washington, D.C. Chapter
- Tim C. Baker, CICA, Immediate Past National Treasurer, Lincoln Chapter
- Mark A. Runyan, MBA, CICA, Senior Vice President Section II, Mid-Missouri Chapter
- Doreen T. Crisostomo Ph.D., CGFM, CFE, CICA, Senior Vice President Section III, Guam Chapter
- Karen B. Hale, CGFM, Senior Vice President Section IV, Nashville Chapter
- John H. Lynskey, CGFM, CPA, Senior Vice President At-Large, Washington, D.C. Chapter
- Andrew C. Lewis, CGFM, CPA, PMP, Senior Vice President Appointed, Montgomery/P.G. Chapter
- Deborah Loveless, CGFM, CPA, Senior Vice President Appointed, Nashville Chapter
- Carlos A. Otal, CPA, Corporate Partner Advisory Group Chair, Ex Officio Member, Washington D.C. Chapter
- Ann Ebberts, MS, PMP, Chief Executive Officer, Ex Officio Member

NATIONAL OFFICE STAFF PRESENT
- Susan Fritzlen, Chief Operating Officer
- Cristina Barbudo, MS, CPA, Director of Finance & Administration
- Jerome Bruce, CAE, CMM, CMP, CEM, Director of Meetings and Expositions (partial attendance)
- Christy Herz, Executive Assistant/Governance Manager

OTHER ATTENDEES
- Doreen Shute, Chair, Bylaws and Procedures Committee (partial attendance)

Welcome
National President Doug Glenn welcomed the group and a roll call was taken. A motion was made and seconded to adopt the December 20, 2016 NEC meeting agenda. The motion was approved unanimously.

A motion was made and seconded to adopt the September 19, 2016 meeting minutes. The motion was approved unanimously.

Finance and Budget Committee (FBC) Report
Treasurer Justin Poll provided financial highlights and reported budget variances by program. He noted that our PDT and GFM courses were very successful. However, our education classes and webinar revenue was less than expected and our governance costs have increased due to the addition of an in-person NEC meeting in December, governance consultant and strategic planning session expenses, and SLM 2016 expenses being higher than expected due to travel costs to Salt Lake City. Overall, he reported that we will end the year $10,623 better than budget.
A question was raised about the policy of paying employees for vacation time at the end of the year. It was discussed that staff are using vacation hours, just not always the full accrual. At the end of the year AGA pays for vacation time balances in excess of 225 hours, so that there isn’t a liability on the books; this occurs mainly for employees with longer tenure with AGA.

Treasurer-Elect Christy Beck reported that the budget process for FY18 has begun. She is soliciting feedback from NEC members to provide to Ann and Cristina as they develop the budget. She asked NEC members to share with her any suggestions for activities or products that may have a budget impact (decreases or increases). The proposed FY18 budget will be discussed at the February NEC meeting.

It was noted that the FY18 budget will be tight, as the Boston PDT hotel room rate is approximately twice the amount of the previous year - impacting chapter hotel scholarships; it includes governance review fees and a fourth in-person NEC meeting; and there is an overall uncertainty with the new administration policies that may have an impact on attendance at conferences.

It was discussed that the budget should include resources for university outreach. It was noted that offering chapter PDT hotel scholarships is important. It was suggested that we allot resources for more involvement in intergovernmental relations via more participation in regional federal audit forums.

It was noted that other budget suggestions and comments should be sent by email to Christy Beck; Christy will summarize the input received and provide to Ann and Cristina.

**CEO Report**

**DM 16-15**
CEO Ann Ebberts presented DM16-15 – PDT 2021 site. She invited AGA Director of Meetings and Expositions Jerome Bruce to discuss Nashville, the proposed city for PDT July 18-21, 2021.

From a financial, space and timing perspective, Nashville ranked the highest out of the cities considered, which included Philadelphia, St. Louis, Denver, and Atlanta. It was discussed that the proposed dates coincide with third quarter federal reporting, and that the second or fourth week in July would be better. It was noted that we are a huge conference, with a lot of meeting space and sleeping room needs, and it is challenging to find space to accommodate us. It was noted that Nashville does not have availability the other weeks in July, but has provided a great proposal with financial incentives, etc. It was noted that we have held the PDT the third week in July in the past and it has not affected attendance, nor has it been an issue for speakers/moderators. It was noted that we had moved PDT from June to July to better coordinate with state reporting deadlines. It was noted that there are $15,000 in incentives from Opryland Hotel ($7,000) and Nashville CVB ($8,000) in the proposed Nashville contract.

A motion was made and seconded to approve DM 16-15. A vote was taken, and the motion passed; 11 people voted to approve the motion; one person voted against the motion.

**DM 16-16**
Ann presented DM 16-16 – Charter Revocation to revoke the charter of the AGA Japan Chapter, noting that the chapter has fewer members than needed to make it viable. It was asked if the chapter’s funds been transferred to AGA? The response was that the Japan chapter’s bank account has been closed and remaining funds were sent to AGA. The few chapter members are now at-large members of AGA.
A motion was made and seconded to approve DM 16-16. A vote was taken and the motion passed unanimously.

**Policies and Procedures Update**
At the July 2016 NEC meeting, the NEC discussed a proposed Policies and Procedures Manual and made recommendations for five changes. On this call, Bylaws and Procedures Committee Chair Doreen Shute presented to the NEC proposed revisions to the manual in the five areas:

1) making the NEC’s confidentiality policy apply only to Executive Sessions
2) detailing topics to include in the NEC orientation
3) adding that a time frame for a task force should be established upon task force formation
4) adding that the NEC will determine on a case-by-case basis how the funds of a revoked chapter should be distributed and
5) deleting the month the PDT site selection must be presented to the NEC.

There were no questions about the five revisions. Doreen will share the revised Policies and Procedures manual with the Bylaws and Procedures Committee for one last review and will bring it to the NEC for a vote at the February meeting.