

AGA National Executive Committee (NEC)

Meeting Minutes

September 19, 2018

AGA National Office

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
- Mark A. Runyan, MBA, CICA, Senior Vice President Section II, Mid-Missouri Chapter
- Elizabeth M. Woody, 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
- Melinda Miguel, CIG, CFSA, CBM, CICA, PMP, Senior Vice President At-Large, Tallahassee 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, CFFM, 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)

NATIONAL OFFICE STAFF PRESENT

- Susan Fritzen, Chief Operating Officer
- Cristina Barbudo, MS, CPA Director of Finance & Administration (partial attendance)
- Christy Herz, Executive Assistant/Governance Manager

Welcome, Decision Memorandum and President's Report

National President John Lynskey welcomed the group with a Guamanian greeting – Hafa Adai and asked everyone to introduce themselves.

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

A motion was made and seconded to approve the July 21, 2018 NEC meeting minutes. A vote was taken, and the motion was approved unanimously.

John presented DM 18-08—SVPRS Appointment, appointing Marsi Woody to the position of Senior Vice President, Section III through June 30, 2019. Marsi would fill the vacancy created when Judy Shock resigned. John thanked Judy for her service. A motion was made and seconded to approve DM 18-08. A vote was taken, and the motion was approved unanimously.

John presented the President's Report highlighting his theme, Giving Back to the Profession. He highlighted his recent visit to the Guam chapter, participating in their GPDC as keynote, plenary and membership meeting speaker and handing out PDT and chapter awards. He held several meetings with Guam Government officials and at the University of Guam with the president and senior staff and was a guest lecturer for students. He also noted his participation in the AGA Montgomery/P.G. County Chapter's 50th anniversary event.

John discussed the next steps in the transition to AGA's new governance structure, approved by the National Board of Directors at their July 2018 meeting. He walked through the document "A New Governance Structure has been Approved – Now What" and talked about the task for the NEC in the year ahead. Next steps include creating a Leadership Development Committee; seeking Nominations for the National Governing Board; establishing the National Council of Chapters; selecting National Chapter of Councils representatives to serve on the National Governing Board; kicking-off New Sectional Leadership Meetings (to be renamed); and amending Chapter Bylaws.

John noted that he will be proposing that the Accountability Workgroup, now in its 10th year, be made into a National Committee. A proposed charter is being developed for the new committee now.

A Word Map of areas the NEC discussed working on in the year ahead at their July meeting was presented. In answer to the question, what does the NEC want to accomplish in the year ahead, Membership and Inclusivity were the top answers. In answer to the question, what is the one thing the NEC wants to get done this year to help the chapters, Membership, Growth, Inclusivity, and Guidance were the top answers. Every NEC member had a different answer to the question is there something you would like to see on future NEC agendas; we will work to make sure many are covered this year.

John announced that David LeBlanc will serve as the NEC's parliamentarian this year.

Governance Committee Report

Governance Committee Chair Justin Poll presented four documents on behalf of the Governance Committee for NEC discussion, input, and approval:

National Council of Chapters Geographic Areas, DM 18-09

The Governance Committee reviewed feedback received from AGA members on eight geographic areas proposed for the National Council of Chapters (NCC) to be used in selecting chapter representatives to serve on the National Governing Board. It was noted that AGA's current sections and regions are being disbanded; the NCC's geographic areas will not replace these as levels of the governance structure, rather their purpose is to ensure representation on the board from all geographic areas.

The Governance Committee recommended slight changes to the formatting of the geographic areas map, but not the composition of the areas proposed originally at the May 2018 NEC meeting. The NEC discussed the feedback. It was noted that all eight of the NCC representatives on the NGB will represent the NCC in its entirety and not their specific area. It was noted that the map can be reviewed and revised if the geographic areas need tweaking in the future.

A motion was made and seconded to approve DM 18-09—National Council of Chapters Geographic Areas. A vote was taken, and the motion was approved unanimously.

Leadership Development Committee Charter, DM 18-10

A draft charter for the new Leadership Development Committee (LDC), replacing the current Nominating Committee in the new governance structure, was discussed. It was noted that the charter will refer to the NEC as AGA's governing authority until June 30, 2019; after that time all charters will be updated to replace the NEC with the National Governing Board (NGB). The work of the LDC will begin this fall, reporting to the NEC.

It was discussed whether an LDC responsibility should be developing a training program for AGA leaders and/or orienting new NGB members. It was noted that the Governance Committee is currently charged with overseeing the orientation of NEC members. It was noted that the LDC could help identify appropriate leadership training and mentoring for AGA leaders and could consider developing a leadership training attendance certification. This discussion was referred to the Governance Committee for further discussion and recommendation.

The group discussed the appropriateness the CEO being a member of the LDC. It was noted that the CEO does not serve on the current Nominating Committee. It was discussed whether there is a conflict with the CEO serving on the committee that recommends to the NEC/NGB Board member candidates that will ultimately oversee the position of CEO. It was noted that the CEO is a non-voting member of the LDC. It was discussed that the CEO's role on the LDC is as a staff liaison and as someone who has a valuable network, who knows the members and sees potential leaders in action at chapter visits and other industry events. A staff member's knowledge and expertise in this area is invaluable to this committee. It was noted that just because there is a conflict of interest, does not mean that conflict can't be managed. It was noted that the CEO serving on the LDC is in the National Bylaws and a bylaw change would have to be made to amend it. The NEC asked the Governance Committee to develop a document to supplement the charter to identify and mitigate the risk of the CEO serving on the LDC.

It was noted that the LDC charter should include seeking out and encouraging members for NCC and other national committee and board positions in addition to NGB positions. A motion was made and seconded to amend DM 18-10—Leadership Development Committee Charter, adding "National Council of Chapters and other national leadership positions" to item b) of the responsibilities. A vote was taken, and the motion was approved unanimously.

A motion was made and seconded to approve DM 18-10 as amended. A vote was taken, and the motion was approved unanimously.

National Governing Board Position Descriptions, DM 18-11

The Governance Committee proposed position descriptions for National Governing Board members. The group discussed that these are needed now so the Leadership Development Committee can begin their work to fill these positions for the year ahead.

A motion was made and seconded to amend DM 18-11—National Governing Board Position Descriptions, adding "promoting diversity and inclusion" to the expectations of the National Governing Board as a whole. The motion was approved unanimously.

It was noted that the proposed Director job description applies to every NGB member and that some of the other positions have additional responsibilities. Edits to the document were suggested to make this clearer. A motion was made and seconded to table DM 18-11 as amended until after lunch when the Governance Manager would make edits to the document. A vote was taken, and the motion to table was approved unanimously.

After lunch, a revised DM 18-11—National Governing Board Position Descriptions, was presented. A motion was made and seconded to approve DM 18-11 as amended and edited. A vote was taken, and the motion was approved unanimously.

Board Recruitment Criteria

The Governance Committee proposed attributes for National Governing Board members that should be considered by the Leadership Development Committee in recommending candidates for the national leadership positions. The LDC should seek candidates for a balanced board that reflect the diverse membership of AGA (race, gender, age, employer, geography). It was noted that profession should also be considered in developing a balanced board. The group reviewed the criteria as well as demographics of the current NEC to give direction to the chairs of the Leadership Development Committee guidance on what qualities to look for in candidates.

The NEC acknowledged the work of Governance Committee members on these items: Justin Poll, chair, Gerry Boaz, Richard Norment, Don Hammond, Corinne Dougherty, Scott Bell, Tim Baker and staff liaison Christy Herz.

Leadership Development Committee Report

Leadership Development Committee Co-Chair Jim Arnette reported that the committee is being developed in conjunction with AGA's new structure to replace AGA's Nominating Committee and take a more active role in identifying, recruiting and mentoring national leaders. After the July NEC meeting, NEC members sent him ideas for needed characteristics of LDC members as well as recommendations for specific individuals to serve. Jim presented DM 18-12—Leadership Development Committee appointments, appointing six AGA members to serve on the Leadership Development committee, half for a one-year term and half for a two-year term, and representing six of the National Council of Chapters geographic areas.

A motion was made and seconded to approve DM 18-12 as proposed. A vote was taken, and the motion was approved unanimously.

Finance and Budget Committee Report

National Treasurer Dennis Green presented the Balance sheet and FY19 Profit and Loss summary with the following financial highlights:

- Revenues for membership, CGFM and corporate partner dues are recorded as received early in the year showing practically all dues revenue received for the year now.
- PDT did better than budget due to higher attendance than expected.
- Governance expenses are front-loaded in the year with SLMs costs taking place in April and May.
- *The Journal of Government Financial Management* expenses are higher than revenues as budgeted.
- Webinars are doing better than budget.
- Our Internal Control and Fraud Prevention conference has met its budgeted attendance goal.

Dennis reported on three projects the FBC will be taking on in the year ahead, specifically reviewing financial policies and procedures, looking at the way the committee does AGA's Internal Controls Review adopting a risk-based approach, and producing a Chapter Treasurer webinar based on topics of interest per survey to be launched.

He acknowledged Finance and Budget Committee members Andrew Lewis, Christy Beck, Riley Shaull, Doreen Shute, Anshu Varma, Doreen Crisostomo, Cecilia Smith, James Gould, and Kimberly Prendergast.

CEO Report

CEO Ann Ebberts highlighted the success of the 2018 PDT in Orlando. 98% of attendees said they would recommend PDT to a colleague. There were 2,040 people in attendance, up from 1932 in Boston. Virtual attendance was 180 people (up from 115 in Boston). Profit from this training was over \$300,000.

She also reported on AGA's successful Robotics workshop July 31 at NSF and her participation in NASACT's annual conference in August. She announced the new Federal co-chair for AGA's Intergovernmental Partnership, Amy Hazeltine.

Ann highlighted work underway for the Shared Services Summit (November), Financial Systems Summit (January) and National Leadership Training (February). She presented DM 18-13—NLT Technical Committee Appointments, recommending three individuals to serve as NLT conference co-chairs: Gerard Badorrek, William Bell, and Diane Dudley. A motion was made and seconded to approve DM 18-13 as proposed. A vote was taken, and the motion was approved with 13 Aye votes. In addition, there was one abstention and one voting member out of the room at the time the vote was taken.

Ann discussed her recent chapter visit and meeting with government officials and employers in Hawaii, her attendance at OMB's Federal Workforce Symposium, as well as an upcoming event she will be attending, the Virginia Municipal League conference. She highlighted AGA's podcast series, upcoming Case Challenge, CGFM exam update, and chapter website program.

Strategic Membership and SVPRS Discussion

John Lynskey noted that the NEC will hold a strategic discussion about membership, as increasing membership, meeting member needs, and providing member value is an NEC priority. He also noted that membership has come up in every recent survey as an important challenge for AGA and it came up again in the Word Map exercise. He wants to have meaningful discussions at this first NEC meeting, so we can make progress this year with the SVPRS leading us. The group was divided into four breakouts to discuss membership and: AGA's value proposition, AGA's name, Employers, Chapters, Students/Professors, and Member Survey. Notes were recorded in the breakout sessions and will be made available to NEC members. The plan is to look for synergy in the notes pointing towards short and long-term actionable items.

Meet AGA Staff and Closing Remarks

AGA staff members joined the meeting and introduced themselves to the NEC.

John Lynskey asked the SVPRS to provide examples of AGA members giving back to the profession. They provided examples of members bringing in new CGFM candidates, coordinating a millennial Karaoke event, reaching out to colleges, revitalizing chapters, and more. He asked the SVP's appointed and at-large to come with examples for the next meeting. He thanked the NEC for an effective meeting that significantly moved AGA along the governance transition path and thanked them for their service to AGA.

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