



CEC Meeting Minutes

Location : Crowe LLP

Date: Wednesday, May 13, 2026

Time: 1:30pm to 3:15pm

Attendees: Jonathan Dunn, Vance Green, Mariyyah Sulaiman

Agenda Items

Filling other Critical CEC positions

- Phoebe Leslie volunteered to be the Secretary and will be available after 5/20/2026.
- Diane Gustard expressed interest in being the Membership Director.
- We identified that critical positions include President, Treasurer, Secretary, Communications Director, Education Director and Bylaws & Procedures Director.

Meeting Space

- Crowe has agreed to allow the chapter to utilize their space for networking and meeting events in the interim.
- Vance suggested that the chapter explore signing a formal agreement with Crowe to acknowledge its support of the chapter as a sponsor.

Chapter Tax Exempt Status

- The chapter's mailing address will be Crowe's Midtown Manhattan office at 485 Lexington Avenue.
- Jonathan will serve as the responsible party and primary point of contact. We will also consider adopting procedures that designate the Treasurer's location as the preferred address.
- The IRS reinstatement filing requires an approximately \$275 fee. Jonathan will contact National for guidance on obtaining the funds.

Google Drive Access

- The chapter maintains two Google Drives: one provided by AGA National for historical records and one for current chapter business. Both drives currently contain the same information.
- Because OSC and Crowe employees cannot access Google Drive on work devices, Vance will evaluate alternative cloud-based storage options, such as OneDrive.

Chapter By-Laws

- The current by-laws (dated November 2015) need further revisions and ratification before they can be included in the chapter's IRS tax-exempt reinstatement filing.
- We agreed to review the by-laws and submit all necessary edits by June 1, 2026. We also agreed not to include an addendum on roles and responsibilities at this time.
- We will also review the roles and responsibilities outlined in the sample guide provided by AGA National. That review should be completed by June 1 and ready for discussion at our next meeting in mid-June.

Reinstatement Package

- We agreed to keep the Mission Statement and Objectives unchanged from the current by-laws.
- The chapter has been inactive since approximately June 2019. We found no evidence of revenue-generating activity or deposits into the bank account. Jonathan will review the bank statements.
- The chapter must submit both a current budget and a projected budget with the IRS reinstatement package.
- We discussed recurring revenue, such as membership dues, and recurring expenses, including a communications platform for virtual meetings (to be determined), the current marketing platform (Constant Contact), potential CPE issuing status through organizations such as NASBA (pending further research), and costs related to in-person events.
- We will review a proposed budget at our next meeting.

CPE issuing Status

- The chapter is not currently authorized to issue CPEs.
- The Education Director will gather information on how to restore this status. A fee will apply.
- In the meantime, the Albany chapter has agreed to issue CPEs on the chapter's behalf.

Articles of Incorporation

- We need to file an addendum to add registered agents. The filing fee is approximately \$20.
- Vance will gather more information on the process and provide an update at the next meeting.

Bank Account

- The chapter does not currently have an active bank account.
- AGA National is holding approximately \$8,400 on the chapter's behalf.



- Jonathan will explore options for opening a new bank account.
- Vance noted that an ACH form must also be completed before AGA National can remit dues to the chapter.
- Vance noted that Albany chapter has decided to give the chapter all the proceeds from the joint virtual event in February.

Chapter Policies and Procedures

- We agreed to review policies and procedures regarding our respective portfolios and will present them to the CEC at our next meeting.

Social Events

- Vance proposed May 27 as a possible date for an after-hours social, since it coincides with the OSC staff meeting.
- Vance will determine whether any requirements apply to hosting the social at Blue Haven and will promote the event on social media.

Next Meeting

- The next meeting is planned for mid-June, with June 3 or June 10 under consideration. We will confirm the date and communicate it once finalized.
- Review the preliminary budget.
- Discuss roles and responsibilities.
- Vote on the by-laws.

Prepared by Vance Green

Approved on June 16, 2026