



CEC Meeting Minutes

Location: Office of the NY State Comptroller

Date: Tuesday, May 26, 2026

Time: 3:00pm to 4:00pm

Attendees: Diane Gustard, Vance Green, Mariyyah Sulaiman, and Phoebe Leslie

Agenda Items

Chapter Bylaws & Chapter Policies and Procedures

- Vance stated that he is currently working on the CEC Governance Manual, which establishes the CEC's responsibilities and the chapter's policies and procedures.
- Diane stated that she could assist with the development of the chapter's bylaws.

Filling of Critical CEC Positions

- Diane noted that the focus should be on recruiting for the positions that are critically needed.
- Vance noted the roles that need to be filled immediately are the Membership Engagement & Networking Director, and the Education Director
- Diane expressed interest in Bylaws and Procedures Chair role

Chapter Bank Account and Webpage Status

- Vance indicated that the chapter does not yet have an active bank account.
- Vance indicated he explored various banks including Chase
- The banks are requesting the original certificate of incorporation
- Mariyyah The chapter has a webpage, hosted on the AGA national page.

Articles of Incorporation

- Vance stated that the chapter does have a copy of the certificate of incorporation.
- Vance noted that \$25.00 was paid to update the chapter's registered agent.
- The chapter does have an EIN

Current Membership

- Vance reported that there are approximately 82 to 91 members.

Chapter Membership Outreach

- Vance stated that Cheryl indicated that she reached out to representatives from the Fiscal Policy Institute to facilitate a virtual event sometime in July or August.
- Diane stated that she could develop a list of agencies with internal audit units to build awareness and it will be completed by next week.
- Diane told Mariyyah to develop a standardized pitch that prompts people to join.



Social Events

- Vance noted that chapter social was scheduled later after hours at the Blue Haven

Next Meeting

- The next meeting is planned for June 16, 2026
- Review the chapter bylaws and Chapter policies and procedures
- Discuss roles and responsibilities

Prepared by Phoebe Leslie

Approved on June 16, 2026