

## CGA Board of Directors Meeting

July 28, 2007

3<sup>rd</sup> BoD Meeting for 2006 – 2007  
Bolado Park, Hollister, CA

### **CGA Officers (2005-2007) Present:**

Ron Butts, President  
Conrad Fimbres, Vice President  
Lesa Hofman, Treasurer  
Meghan Abatti, Secretary  
Lea deMontigny, Northern Vice President  
Patrick Hoffman, Central Vice President  
Randy Young, Southern Vice President  
Sheri Herchkorn, Rules & Judges Chairman

### **CGA Officers (2005-2007) Absent:**

Kenny Aeschliman, Past President

### **Elected Directors Present:**

Daphne Couturier, Skip Hofman, Roger Odom,  
Belinda Harms, Michele Easel, Janet Young,  
Christopher Rowles

### **Elected Directors Absent:**

Charlea Moore

### **Appointed Directors Present:**

Brent Engelhardt, Andy Krogh, Shannon Rahn,  
Kym Taylor

### **Board of Governors Absent:**

Tom Norton

### **Parliamentarian Present:**

Darlene Sandefur

### **Board of Governors Present:**

Stan Janssen, Sheri Herchkorn, Lyn Paulos,  
B.J Hohman

### **Board of Governors Absent:**

Kenny Aeschliman

### **District Delegates Present:**

#1- Phyllis Odom	#3-	#5- Teresa Borrosso
#7- Gerelee Azevedo	#8- Tammy Piago	#9- Rebekah Crill
#10- Cindy Hoffman	#14- Meghan Abatti	#26- Darlene Sandefur
#28- Jeanette Stewart	#40- Janice Vaughn	#49- Gayle Sultzbaugh
#50- Bob Bucks		

### **District Delegates Absent:**

#4, #6, #11, #12, #15 #17, #18, #19, #20, #21, #23 #22,  
#25, #27, #30, #32, #33, #45

### **Guests Present:** Six (6)

The meeting was called to order at 8:25 pm by President Ron Butts.

**I. Opening and Introductory Comments** – President Ron Butts

The President welcomed everyone to the Board of Directors meeting and announced that Brent Engelhardt would act as the Sergeant of Arms during the meeting to help keep the meeting room in control. Ron reminded those in attendance that State Show is run by volunteers and encouraged those in attendance to help throughout the week where needed.

Before continuing with the agenda, Secretary Meghan Abatti read the CGA meeting rules of conduct. This document/announcement reminded everyone present that all members have a right to speak and be respected during the meeting but must state their name and keep their comments to only three minutes. In addition members should speak one at a time and only when recognized, eliminating all personal comments and side conversations.

**II. Agenda Items- Reports**

**Item II. A: President's Report** – Ron Butts

President Ron Butts had no special reports for the meeting.

**Item II. B: Vice President's Report** – Conrad Fimbres

Vice President Conrad Fimbres welcomed everyone to the meeting and to State Show.

**Item II. C: Secretary's Report** – Meghan Abatti

- 1. Approve Minutes:** February 24, 2007 Minutes from the 2<sup>nd</sup> BoD meeting for 2006 – 2007 as presented by Secretary Meghan Abatti. The minutes included seven (7) pages of text and Meghan highlighted some of the main topics within the minutes (2007 budget approval, changes/updates to district insurance procedures, new hurry scurry center supports for districts, information manual printing, and district newspaper fees).

*MOTION* by Andy Krogh to waive the complete reading of the minutes and accept the minutes as presented. *Seconded* by Randy Young.

***MOTION PASSED.***

**Item II. D: Treasurer's Report** – Lesa Hofman

- 1. Financial Report:** Lesa Hofman reminded those in attendance of the financial sheets available prior to the start of meeting. Lesa announced our financial balance as of July 20, 2007 was at \$216,813.80. In addition, Lesa briefly highlighted the breakdowns of the State sanctioned shows, with Jamboree and Northern Classic generating small profits and Spring Classic a small loss.

*MOTION* by Andy Krogh to approve the Treasurer's report as presented. *Seconded* by Randy Young. ***MOTION PASSED.***

**Item II. E: Governing Board Report** – Stan Janssen, Chairman of the BoG

Stan Janssen stated that the Board of Governors have had no formal meeting in months but have had much email correspondence. The BoG is currently dealing with several issues, some of which the BoD Meeting will address. Stan expressed the BoG's concern that they are dealing with issues that take a tremendous amount of time and keep them from working on items the BoG was originally intended to work on: proposals, proactive changes. CGA as a whole is a very 'short handed' organization and Stan believes the BoG needs to spread some of their duties; essentially there is a need from more help.

**Item II. F: State Office Report** – Phyllis Odom, General Manager

State Office Manager, Phyllis Odom stated there was no special report for the meeting but requested that all districts get their show packets in to the State Office as soon as possible so the year can get closed out and awards ordered.

Phyllis noted that even though the State sanctioned shows were small they fell well within the proposed budgets. Stan Janssen discussed that it appears the attendance of Jamboree and the Classics has slowly been dwindling. Perhaps CGA should consider 'doing away' with these shows and allow districts to host larger shows on these three (3) day weekends. Stan emphasized this was just a thought to consider and ultimately it would have to be the decision of the membership/districts. Amanda Martin asked how many districts are even interested in hosting the State sanctioned shows and to gather more interest maybe CGA needed to do more advertising among the districts. Phyllis answered Amanda's question, stating no district had bid on either of the Classics. Stan Janssen again pointed out that we should be asking the members if they prefer the large State sanctioned shows or if they would prefer larger shows at the district level throughout the state on those weekends.

Shannon Rahn requested that Lesa Hofman work to develop a new, user friendly version of the Profit and Loss document handed out at each meeting. Shannon discussed the difficulty in easily reading and understanding this report and felt it would be nice to have a P & L that was easily understood. Lesa stated her agreement with Shannon and that she had previously asked if she could develop a more user friendly report, however she was told she could not because the numbers would not be generated into a report directly from CGA's accounting program. Essentially all Lesa had asked to do was to copy the numbers from the program itself and place them in a more user friendly format. Stan Janssen suggested that Lesa work on a new format and bring it back to the next Board of Directors meeting for proposal/approval. Lesa Hofman agreed.

### **III. Agenda Items - Committee Reports**

**Item III. A: Master Judge Advisory Committee (MAC)** – Sheri Herchkorn

Sheri reported that not much currently going on with the MAC and addressed the following items:

- 1. Judges:** The MAC agrees that no judge should ever sit in a chair while judging and should always wear a closed toe shoe.
- 2. Schooling or Circling an Obstacle:** There have been questions about riders schooling or circling an obstacle more than once while on course and whether or not this

is legal. There is a rule stating a rider can not circle an obstacle more than once, to school the horse, prior to beginning their course. However, the MAC feels that because there is no rule stating a rider can not circle an obstacle more than once while on course (crossing the timing line), the practice is perfectly legal. Sheri stated there have been instances where districts pass rules to prevent this practice and she reminded everyone that no district rule can supersede or go against a CGA rule.

Lea deMontigny asked what members should do when they observe illegal or inappropriate actions at district shows and explained some of the things she had seen at different districts. Sheri Herchkorn responded, stating members must make the MAC aware that there are issues at districts so they can fix them. If the MAC does not know there is a problem, there is no way for them to be fixed. Sheri asked that members inform her of issues right away so a Master Judge or Senior Judge can be asked to visit those districts and properly address the issues at hand.

**Item III. B: State Show 2007** – Stan Janssen

Stan Janssen pointed out that there are many new riders this year at State Show and management is considering having a special meeting to make sure all riders are well informed about the show and the rules. Stan also highlighted the new activities members should see going on around the grounds for the kids (i.e. volleyball). These activities are funded by the money generated from the portable stalls that CGA purchased several years ago, store at Bolado Park and rent back to the park for events. The money generated from renting the stalls is also helping pay for new equipment at State Show (i.e. timers and arena equipment). Initially purchasing the portable stalls was something worked into the State Show budget and seems to be going well to help CGA obtain new equipment to make State Show better in several areas.

**Item III. C: Jamboree 2007** – District 12

No representative was present from District 12 to report about Jamboree 2007.

**Item III. D: Spring Classic 2007** – Randy Young

Randy Young reported Spring Classic went well with few issues.

**Item III. E: Northern Classic 2007** – Roger Odom, District 1

Roger Odom reported that Northern Classic was held at Bolado Park and went very well with a fair amount of riders. The ground was fast and everyone had a great time.

## **IV. Agenda Items – Old Business**

**Item IV. A: State Judges Jackets** – Andy Krogh

At the last Board of Directors meeting there had been discussion about the possibility of having a State Show judges jacket and Andy Krogh inquired what, if anything, had ever come of the idea. Phyllis Odom responded, stating she has been working on jacket possibilities. The woman who currently does/stitches the CGA jackets can provide several options, but there is no budget to help guide the idea. Phyllis suggested the judges themselves help make a decision. Andy Krogh and Amanda Martin both volunteered to help. Roger Odom suggested the first thing to decide is the jacket style and logo. Tammy Piago suggested CGA consider selling this jacket at State Show to anyone who may want a CGA jacket. Sheri Herchkorn asked that Phyllis get a cost on a jacket and bring the specifics back to the next meeting. Most members agreed the rough cost of the jacket should be \$100.00 to the judges/members.

**Item IV. B: Half Belts** – Dianna Merrick

Dianna Merrick asked how judges should rule for those riders who are riding with half belts. There are several riders who are currently using one as their belt and many judges have asked how they can properly tell if a rider is permitted to use one as their belt. Sheri Herchkorn responded, saying those members who are permitted to ride with a half belt have special medical card that allows them to ride with one. These riders should be carrying a card with them that can be presented to any judge upon request.

**V. Agenda Items – New Business****Item V. A: Proposal for Membership of the Board of Governors**

Stan Janssen read through a proposal presented to the members that if passed would make the President a member of the BoG with full voting rights beginning in 2007. In addition if passed the proposal, as presented, would make the Presidents term of membership consistent with his/her term and make the term of membership for elected BoG members 4 years instead of 5 years. Stan believes this change would provide better integration between the BoD and the BoG. The following is the exact proposal/wording change presented:

2.3.7 Member of the Board of Governors (*4 are* elected, *the President serves as the 5<sup>th</sup> member of the Board of Governors*) - The Board of Governors has full control and management responsibility of the organization. They may hire an employee and/or contract services as required to accomplish the daily operation of the organization. They monitor CGA office operations to insure that CGA policies are being properly implemented. The Board of Governors is the first step for any problem resolution. The Board of Governors shall publish a summary of their activities and recommendations to the Board of Directors within thirty (30) days following each Board of Governors meeting.

2.4.7 - Member of the Board of Governors - To be eligible for the office of Member of the Board of Governors, the candidate must be a CGA member in good standing for a minimum of two years, be at least twenty-one years of age, and a previous member of the Board of Directors for at least two years. The candidate shall have demonstrated in one or more capacities his/her capability to get along with people and to be proficient in achieving CGA objectives. Each year, one Member of the Board of Governors is elected for staggered ~~4~~-year terms by the Board of Directors and District Delegates. Any Board Member or District Delegate at the first Board Meeting may nominate replacement members for those Governors who have expired or resigned. The Board of Governors shall elect a Chairperson among themselves at their first meeting following the installation of the new Governor. *The spokesperson of the BoG may not be the CGA President.*

**MOTION** by Stan Janssen that in line with the afore mentioned proposal/wording change, the President would be a member of the BoG with the right to vote. **Seconded** by Andy Krogh. **Discussion Followed.**

Stan Janssen explained the BoG strongly feels this will provide better integration between the BoD and the BoG and the President should have a right to vote as a member of the BoG. Rebecca Crill expressed concerns about placing a new member in the BoG every two years, stating that this may be too much turn over. Lyn Paulos felt this proposal would do nothing but improve the integration between the BoD and the BoG and having a ‘fresh set of eyes’ every two years would be a positive thing for the BoG. Phyllis Odom explained that as it currently stands every year a new BoG member is elected, so there is already a new member each year. Lea deMontigny discussed the BoD’s need for further involvement with the BoG but questioned if the President being a member of the BoG would be a large enough link between the two branches. President Ron Butts discussed how much easier this would make the President’s job

because it would give the BoD a voice with the BoG through the elected President and his/her vote.

**Call for the question** by Christopher Rowles and **Seconded** by Randy Young. **Passed.**

The above **MOTION PASSED.**

### **Item V. B: Member Formal Complaint Processing**

Stan Janssen explained that at the previous BoD meeting the BoG had presented a change to the Policy that would take a formal complaint to the President first, instead of directly to the BoG, who would then assign a mediator to try to resolve the issue within 30 days. If the issue could not be resolved through mediation the complaint process would proceed, going to the BoG. Stan felt this would solve several issues without going through the whole process with the BoG. The exact wording change/proposal is as follows:

#### 6.1 Complaint Process

All charges for any violation must be filed in writing by a member in good standing with the CGA State office, and must be witnessed and signed by at least one (1) member in good standing in addition to the complainant. The State Office shall immediately forward such complaints ~~to all members of the Board of Governors for resolution in accordance with the CGA Procedure Manual, Procedure 10.~~

#### Procedure 10, Complaints and Discipline

A) When a complaint is filed by any member against another member the following process is used for resolution  
1) All charges for any violation must be filed in writing by a member in good standing with the CGA State office, and must be witnessed and signed by at least one (1) member in good standing besides the complainant. The State Office shall immediately forward such complaints to ~~all members of the Board of Governors for resolution~~ *the President. The President shall first attempt to resolve the problem by appointing a mediator. If the problem is not resolved within 30 days to the satisfaction of all parties, the problem shall go to the Board of Governors for resolution.*

Arlene T. suggested a time line be set for a complaint to be filed from the original date of incidence. Lea deMontigny felt there should be a fee involved with formally filing a complaint following the mediation step, this may prevent unnecessary filings. Lea also felt that if a complaint could not be resolved during the 30 day mediation process, the next step should be resolution with the aid of the BoD. Sheri Herchkorn explained the reason complaints go the BoG is because they already meet monthly, making it easy to deal with the issues monthly. Lea suggested that perhaps the three (3) Vice Presidents should act as the mediators in all instances. Tammy Piago pointed out that often times many issues should be handed back to the local districts first for potential resolution.

**MOTION** by Andy Krogh to accept and change the wording in Section 6.1 to that proposed by Stan Janssen (above). **Seconded** by Phyllis Odom. **Discussion Followed.**

Patrick Hoffman explained that he felt a 30 day mediation period would not be sufficient if the 30 day mediation period began on the date of filing the complaint. After further discussion it was generally agreed the 30 day mediation process should begin the day the President assigns a mediator. Arlene T. suggested the signatures required to file a formal complaint should come from members outside of the household. Arlene felt this should be the case because household members are likely to sign for a complaint because it's family and may not really justify the

complaint or agreement with the complaint. After hearing the discussion, Stan Janssen asked that Andy Krogh consider an amendment to the motion to include a monetary fee for filing a formal complaint and two signatures on a complaint from outside the household.

***MOTION Amended*** by Andy Krogh to accept the wording in Section 6.1 to that proposed by Stan Janssen, with the following changes (highlighted): "... *If the problem is not resolved within 30 days that the mediator receives the request to the satisfaction of all parties, the problem shall go to the Board of Governors for resolution, accompanied by a \$100.00 fee.*"

***Seconded*** by Phyllis Odom.

Much discussion ensued regarding previously discussed topics, the appropriateness of the fee and the time allowed for mediation. Many spoke in favor of the motion and felt this was a good first step in the complaint process.

***Call for the question*** by Skip Hofman and ***Seconded*** by Randy Young. ***Passed.***

Above ***MOTION PASSED.***

Lea deMontigny asked that the appeal process be reviewed in relation to the '30 days.' Lea and others felt this 30 days to appeal should be from the date of the BoG *postmarked letter* providing their ruling, not just 30 days from the BoG ruling, reasoning there is a time gap between the ruling and the drafting of the letter. Discussion followed regarding the exact wording change, but no conclusive decisions were made. In light of the apparent need for change, a proposal to change this Policy will be sent out 30 days prior to the next BoD meeting.

#### **Item V. C: Hall of Table at Convention**

Skip Hofman explained his desire to see the Hall of Fame riders be required to sit at the Hall of Fame table during Convention for the entire evening and remain in their formal/nice attire, reasoning that these members often leave the table following their speeches and some even change in to casual attire. Skip felt the Hall of Fame riders remaining seated and in their attire would give all riders the same courtesy throughout the awards ceremony. He offered the suggestion of possibly eliminating the Hall of Fame table all together if the board felt it unreasonable to ask the riders to remain seated and in attire.

***MOTION*** by Skip Hofman that those riders seated at the Hall of Fame table remain in their formal attire and remain at the table throughout the awards ceremony. ***Seconded*** by Lyn Paulos. ***Discussion Followed.***

Many members spoke in favor of the motion, stating it was the respectful thing for the Hall of Fame riders to do. The membership provides the courtesy of listening to speeches and watching their awards presentation, and the Hall of Fame riders should be courteous enough to watch others get their awards as well.

Above ***MOTION PASSED.***

Tammy Piago pointed out the length of the Hall of Fame speeches is getting very lengthy and they often lose the attention of those in attendance. Phyllis Odom pointed out that the speeches should be kept at five (5) minutes length, maximum. Stan Janssen suggested the BoG write a

friendly letter to the Hall of Fame riders, providing them with the rules/limitations to their speeches.

#### **Item V. D: Cap on District Event Fees**

Patrick Hoffman spoke about the varying fees at districts and felt event fees, especially high fees, make CGA unaffordable to some riders. There seems to be a large range of event fees at districts throughout the state. Patrick suggested the membership consider placing a cap on these event fees of \$5.00 per event. Sheri Herchkorn reminded everyone that CGA does not get involved in business at the district level and should not get involved, especially with the finances of a district. There was previously a cap on district fees (in the 90's) due to the California drug fee, now the drug fee is gone and there is no cap nor CGA regulation. Randy Young and Conrad Fimbres agreed with this statement. Dianna Merrick highlighted the cap currently placed on set-up fees of \$5.00 per event. Tammy Piago questioned why CGA can place a cap on set-ups but not on regular events. Phyllis Odom responded by saying the regular show fees go toward the clubs awards and arena fees while set ups should contribute no revenue towards awards. Thus CGA can not and will not intervene with fees for regular rides as they can not say what it costs any given district to run their shows.

#### **Item V. E: Employment with CGA and Serving on the Board**

Shannon Rahn asked the BoD if it is a conflict of interest for an employee or their subcontractors to serve on the Board. Shannon stated that many members have approached her about this issue and feel it is inappropriate and asked Shannon to place the topic on the agenda. Lyn Paulos felt this was not an issue as long as the individual/s are members in good standing and qualify to serve on the Board. Conrad Fimbres pointed out there are already individuals serving simultaneous roles for CGA and this instance is no different. Diana Merrick also felt this was not an issue and never has been. She questioned why CGA would ever turn away willing individuals. Lea deMontigny spoke against having CGA employees serve on the board. Tammy Piago asked if an employee serving as a Board member could potentially affect CGA's non-profit status. Both Sue Engelhardt and Lesa Hofman confidently responded this does not affect the non-profit status.

#### **Item V. F: District Newspaper Fee**

Phyllis Odom discussed the district newspaper fee and her opinion that CGA truly does not need the district newspaper revenue and the money should stay with the districts. This money could really help out the smaller and often struggling districts. If there is a need to bring the district newspaper fee back at a later date, then CGA can address it then.

***MOTION*** by Phyllis Odom that the district newspaper fee be thrown out. ***Seconded*** by Cindy Hoffman. ***Discussion Followed.***

Lea deMontigny asked if CGA has to send out the packet of newspapers to the districts because the districts say they come late in the month and by the time they are able to distribute them at a show the information is dated. Phyllis Odom explained when she sends out the packets and that there should be no issues with late arrival. Phyllis also stated if a district no longer wants to receive the newspaper packet all they need to do is send the State Office a letter asking to discontinue sending them.

Above **MOTION PASSED.**

**Item V. G: State Show Dates**

Stan Janssen explained the motion passed during the last BoD meeting requires the riders vote on future changes to the dates of State Show. CGA would like to try to book State Show for the same weekend next year. Because CGA now must ask the riders to approve any date changes, there are now very few options for next year's show. Phyllis Odom explained that Bolado Park is filling up fast and the only dates for next year are for the same weekend or much later.

**MOTION** by Randy Young to move forward to book the same weekend next year for State Show. **Seconded** by Christopher Rowles. **Discussion Followed.**

Randy Young asked the membership to consider booking two years forward to ensure desirable dates. Darlene Sandefur suggested discussing the issue further during the General Meeting at Convention. Dianna Merrick felt moving the show up to July was a good move for most kids and their school schedule, but you will never please everyone. The date change could not have been too bad as evidence of the increased attendance. President Ron Butts felt strongly that CGA needs to develop a long term plan for dates because Bolado Park is in high demand and CGA needs to ensure the location. Lea deMontigny asked that the topic be added to the General Meeting Agenda.

Above **MOTION PASSED.**

**Item V. H: Discussion and Voting of Items Not on the Agenda**

Roger Odom discussed that he felt we should not be voting on items not placed on the agenda. CGA members already say they feel like they don't have a voice and when the delegates have not discussed these non agenda items with their members they can not fairly express the member's opinion through their vote. Sheri Herchkorn felt items should certainly be discussed but simply not voted on at the current meeting and tabled for voting at the next meeting. This would provide the delegates the opportunity to take items back to the district for discussion. Stan Janssen explained the process of voting or not voting on non agenda items has not always been consistent. Darlene Sandefur clarified that as a group we have only voted on non agenda items for the past three years. There is nothing currently in the rules prohibiting or allowing the practice.

**MOTION** by Stan Janssen that all voting items at Board of Directors' meetings require a 30 day written notification prior to the meeting. **Seconded** by Randy Young. **Discussion Followed.**

After a short discussion Stan felt the above motion and concept of a 30 day written notification for voting items to be placed on the agenda should apply to all meetings and not just Board of Directors' meetings.

**MOTION Amended** by Stan Janssen that all voting items at all CGA meetings require 30 day written notification prior to the meeting. **Seconded** by Randy Young. **Discussion Followed.**

Much discussion followed from the members present that individuals should be able to discuss issues at meetings and then table them for the next meeting as the 30 day notification.

Above ***MOTION PASSED.***

***MOTION*** by Randy Young that new items/business can be brought to a meeting for discussion and tabled to the next meeting for vote. Conrad Fimbres ***Seconded*** the Motion. ***Discussion Followed.***

Some members felt this was an unnecessary motion because there is always the opportunity for open discussion at meetings. Darlene Sandefur felt this was a necessary motion to prevent future questions.

Above ***MOTION PASSED.***

One member inquired what exactly the 30 day written notification entails. Stan Janssen stated the intent of the original motion was for an item to be placed on the agenda, a short explanation/proposal of the item is drafted and sent out to the BoD, BoG, district delegates, ect. so all voting individuals are aware of the items and have ample time to discuss and think about the items prior to the meeting. Essentially the written notification needs to let individuals know what they are going to be voting for. Darlene Sandefur requested that if an item is going to be brought up that pertains to any rules, policy, ect, please reference this at the meeting to help the meetings move along faster.

## **VI. Agenda Items – District Reports**

***MOTION*** to not do district reports by Rebecca Crill. ***Seconded*** by Cindy Hoffman. ***MOTION PASSED.***

## **VII. Agenda Items – Other Issues, Comments & Concerns**

- 1. Convention:** Molly McGill presented her proposal to host the 2008 Convention in Solvang, CA. There was a packet available for each BoD member to take and consider the idea. Unfortunately there is not one hotel large enough to accommodate the entire group, but the members could be spread among hotels and the awards ceremony an outside event. Phyllis Odom asked all BoD members to pick up a packet for viewing and to discuss the topic at the next meeting.
- 2. Check Policy:** Shannon Rahn questioned if there is a policy in place to address the process for handling a member's check once it has bounced. As it currently stands, if a member has an outstanding check, they are immediately considered a suspended member, or a member not in good standing. Phyllis Odom explained this is the process that was in place prior to her running the State Office and has always been the process to the best of her knowledge. If the process needs to be changed, that is up to the members. Shannon requested that whatever the

process, it should be put in writing for all members knowledge. Randy Young proposed the BoG develop a policy to address the issues. Stan Janssen pointed out that the BoD should draft their own policy but volunteered to help Randy in the task.

### **VIII. Agenda Items – Next Meeting Date**

The next Board of Directors Meeting will be held during the 2007 Convention in Fresno on either Saturday or Sunday.

### **IX. Agenda Items – Adjournment**

*MOTION* to adjourn the meeting was made by Randy Young and *Seconded* by Christopher Rowles. *MOTION CARRIES.*

Meeting was adjourned at 11:05 pm.

Respectfully Submitted,

Meghan Abatti  
CGA Secretary