

AGA Seattle Chapter Board Meeting

701 5th Ave, Suite 3700 – Seattle WA
Call-In Number: 866-819-5976, Pass Code: 77199789#

11:45 - 1:00 pm
Tuesday, October 23, 2018

Roll Call of Officers

Member	Title	Present at Meeting
Karen Murphy	President and Professional Development Chair	X
Sam Lord	President Elect, Treasurer, Webmaster, and Early Career Chair	X
Karyn Angulo	Secretary, Historian, and Newsletter Co-Editor	X
Tony Eayrs	Membership Chair and Newsletter Co-Editor	X
Gabrielle Sivage	CGFM Chair and Co-Community Service Chair	X
Katherine King	Accountability Chair and Co-Community Service Chair	X
Sandra Starnes	Board Member	X
Ken Smith	Board Member	X
John Kurpierz	Board Member	X

Chapter President Karen Murphy started the meeting at 11:45 a.m.

President's Report

Karen M. provided her report on the following topics:

Summary of September Presentation. Louise Burnette, AGA National's Chapter Services Manager, notified Karen M. that she is interested in getting a write-up on the round table discussion that the chapter held for its September training session as part of the effort to capture chapter best practices. The board wanted to know if she was interested in a summary of the content or the format, so Karen M. said she would follow up with Louise to find out. Ken Smith said he would take the lead on developing this summary once we knew what AGA National was looking for. Karyn Angulo said she would include a summary in the newsletter.

November Training. Board members discussed options for the November training event. One option is the AGA Webinar on ethics, scheduled for November 28. We will need to table a presentation on the Yellow Book update as former Board President does not have the authorization to provide the training and GAO has an established process for requesting speakers. The board also discussed doing a panel discussion on hard and soft closings for end-of-year. The chapter's training schedule currently calls for an event on Tuesday, November 6, and board members talked about what this panel would look like and what we would discuss. Tony Eayrs volunteered to be a panelist representing the county perspective, and he offered to prepare slides outlining the main points that would be covered. Katherine King volunteered to moderate the event. Ken Smith noted that this topic would be of interest for cities and school districts as well, and he offered to seek 1-2

panelists from those groups. He also said that the chapter could offer the option for panelists and participants to use WebEx and Zoom to participate remotely. Board members agreed to make the discussion free for both members and non-members and to send out a “save the date” email no later than Friday, October 26. The board voted to approve the panel discussions, and Karen M. said she would send out the flyer. Ken created the event for the Zoom webinar and sent the invitation information to the board.

CGFM Report

Gabrielle Sivage had to leave the meeting early, so she provided the Certified Government Financial Manager report up front. She said that the Utah chapter had done a good job in setting up the training with Seattle, and she wants to put on some sort of joint chapter training in the spring of 2020. The training identified that there was an issue in that the CGFM training materials did not update the content from legislation in 2014 and 2015 related to the super circular for grants and federal cost principles. This affects one of the three CGFM exams. Gabrielle said that Management Concepts does the CGFM training for AGA but did not update the manuals. She’s done the cost principles course on FAR 31, Part 2, and she expressed concern that the outdated materials could be confusing to employers and students. Gabrielle also reminded the board that the chapter has a voucher for one free CGFM test that anyone who is in good membership standing with AGA can use for any exam. Sam Lord asked if the chapter was going to establish some criteria when making the voucher available, and he agreed to coordinate with former Chapter President Mary Ann Hardy on what the chapter did with last year’s voucher. Once we determine this, the board can make a decision on this year’s voucher. Gabrielle requested that Mary Ann send any information to her as well.

Community Service Report

The community service committee co-chairs, Gabrielle and Katherine, provided the community service update. Gabrielle reported that she was going to get back in touch with Mary’s Place and do some online research to see what volunteer needs the agency has. Katherine reported that registration has begun for United Way’s free tax preparation campaign. She has signed up for the volunteer training and has written up a blurb for the chapter newsletter. Ken noted that many Central Washington University students participate in this program. It provides the students valuable experience while supporting low income individuals in obtaining tax help. Sandra Starnes added that she has done this activity in the past but is not currently doing it. Volunteers can go to the Internal Revenue Service website for the training, and there are restrictions based on the level of experience of the preparers. Gabrielle and Katherine requested that each board member email them with a prioritized list of the community service activities they would like to support between now and January. Potential activities include collecting (1) food for the Food Bank, (2) toys for Toys for Tots, (3) toiletries for Mary’s Place, and (4) funds for Sound Generations. Option (5) is a service activity for Mary’s Place. They requested everyone rank these options from 1 to 5.

Treasurer Report

September financials. Sam went through the September financials, which he had provided board members prior to the meeting. The only expense was \$371.02 for the board dinner; the only income was interest income of \$0.28, a loss of \$370.74 for the month. Sam explained that there was no income from the September training event because we offered

the training for free. In October, we should see some board dinner reimbursements and the AGA webinar [the October training event]. A motion to accept the September financials was made, seconded, and passed unanimously.

2018-2019 Budget. Members next discussed the budget for the 2018-2019 program year and places where the chapter could save on expenses or increase income.

- Karen M. stated that the AGA Chief Executive Officer, Ann Ebberts, would not be able to speak at the joint conference with the Washington Society of Certified Public Accountants, the **Governmental Accounting & Auditing Conference**. She asked if the chapter was still going to be able to co-sponsor this event. Sam said that he thought we could. He has been sitting in on some of the planning meetings, and he thinks the chapter is involved enough. The chapter will be searching for speakers and will provide its membership lists to WSCPA, and he did not think there were any issues with the coordination at least for this year. Sam added that attendance has been down a bit in recent years, which is one reason why the chapter was bringing in less money from the annual GAAC. Ken remarked that if there were no problems with the arrangements before, the chapter should keep doing this conference because it brings value to the chapter.
- One large expense is travel costs for **professional development training**. These training events bring value to the chapter because board members can meet people from various chapters and receive training. Karen M. stated that these PDTs are especially valuable for members taking on the role of Chapter President. Sandra noted that the Sectional Leadership Meetings provide a lot of information within the regions, whereas the National PDT provides a broader perspective and the opportunity to network. Karen M. added that going to the SLM and the PDT are helpful in establishing relationships.
- Karyn Angulo asked if the board could save money by cutting some of the costs of the **annual board dinner**, such as not covering desserts, or the food costs for the **Emerald Award reception**. Sandra noted that we could cut some education costs by doing **webcasts** of the training events, and Sam stated that the **AGA webinars** were good but they are expensive for the chapter.
- Sam asked the board members to consider where the chapter wants to be regarding cash on hand moving forward. He did not include in the draft budget the approximately \$1,200 for the PDT. Sandra commented that the continued losses put the chapter at risk, adding that breaking even would be better. Sam emphasized that the chapter will not run out of money this program year, and he suggested the board continue this budget conversation. Karen M. said the board will do so via email.

Good of the Chapter – All

Due to time constraints, the board did not go over the following reports: Secretary, Membership, Early Career, Webmaster, or Newsletter. Instead, we briefly discussed the following items:

- **Visits by AGA National Leadership.** Karen M. asked if AGA National pays for the CEO to visit. Sandra responded that AGA National does not typically charge chapters for the costs of these visits but they are usually limited to one trip per year.
- **Visit by New Regional Vice President.** Eric Scheetz will replace Sandra as the RVP- Northwest Region on January 1, 2019. Karen M. asked if Eric would be

interested in visiting the chapter, and Sandra affirmed that he would love to sometime in the spring.

- ***Schedule of Upcoming Training.*** Karyn A. asked for the schedule of the training events at least through January, for posting in the newsletter. The board tentatively plans to do the Internal Control webinar in December. Karen M. will contact Tina Polf to see if she will be available to present her annual tax update in January.

Karen M. adjourned the meeting at 1:08 p.m.