

Board Meeting Minutes
AGA Seattle Chapter
GAO – Olympic Room, Columbia Center, Floor 27
Tuesday, December 16, 2014

NOTICE
Next board meeting:
Wednesday, January 7, 2015, at 12:00 p.m.

■ **Board Member Attendance:**

Member	Title	Present at Meeting
Ken Smith	President	✓
Diane MaKaeli	President-Elect	✓
Pat Bohan	Treasurer, Education Chair, & Meeting Coordinator	✓
Karyn Angulo	Secretary	✓
Tim Dobler	Newsletter Editor	✓
Ryan Guthrie	Board Member	✓
Mary Ann Hardy	Membership Chair	✓
John Kurpierz	Early Careers Chair	✓
Sam Lord	Community Service Chair	✓
Liz Naftchi	Research Chair	
Gabrielle Sivage	CGFM Chair and Webmaster	✓

■ **Welcome: Meeting called to order by Ken Smith at 12:03 p.m.**

I. Approval of Prior Minutes – All

Prior to the meeting, Karyn Angulo distributed updated minutes for the November board meeting that incorporated revisions she had received from some board members. Board members had some minor revisions to clarify that John Kurpierz is working on a survey for all chapter members, not just Early Career members (pages 3 and 7). Ken also confirmed that he was coordinating with Central Washington University about creating a course to support the CGFM (p.4). Board members then voted to approve the minutes as amended (motion to approve, seconded, and passed unanimously). Karyn will finalize the meeting minutes and send them to Gabrielle for posting on the website.

II. Treasurer's Report – Pat

November Financials. Prior to the meeting, Pat Bohan provided the financial statements through November 2014. She presented some quick highlights, noting that the chapter was in the black overall. Total inflows were \$4,242.58 and total outflows were \$1,302.24, for a difference of \$2,940.34. In addition, the chapter has assets of \$13,519.44. The November cash flow included the sale of box lunches and purchase of name tags, for a net cash change of -\$5.93. Pat noted that the costs for the November student event would appear in the December financials. She has already reimbursed Ryan Guthrie (pizza) and Karyn (drinks and name tags) for their expenses in support of the event. Pat said that she had not yet billed the students and asked about the

extent to which the chapter would bear the costs of the event. The board discussed that the students had raised money for their activities through a recruiting event at their school, and the students wanted to contribute to the AGA event. Mary Ann Hardy confirmed that the chapter had received \$145 in scholarship funds, of which \$50 has gone toward the "Coffee with the President" initiative. The board agreed that Pat would bill the students for half of the \$228 invoice for the pizza. She will send the bill to Jagroop "Roop" Nahal. The chapter will pay the remaining costs, largely from the remaining \$95 (\$145- \$50) in scholarship funds. The board approved the November financials (motion to approve, seconded, and passed unanimously).

III. AGA Seattle Chapter Luncheons for Program Year 2014–2015 – All

Below is the list of education and outreach events for the 2014-2015 program year:

- A. Monday, **September 22, 2014** – GAO 28th Floor Training Facility – Mr. David Hammond CPA, Sound Transit Internal Auditor, "Sound Transit Internal Audit Risk Assessment"
- B. Monday, **October 20, 2014** - GAO 28th Floor Training Facility – Ms. Nancy Krier, Assistant Attorney General for Open Government, WA State Attorney General Office, "Overview of the Washington State Public Records Act"
- C. Monday, **November 17, 2014** – GAO 28th Floor Training Facility – Daniel Masterson, Sheri Sawyer, and Shawn Looney, State Audit Office, "Confronting Local Government Financial Health with a New Tool from the State Auditor's Office"
- D. Wednesday, **December 10, 2014** – GAO 28th Floor Training Facility – AGA Web Conference, "Ethics"
- E. Monday, **January 12, 2015** – GAO 28th Floor Training Facility – Tina Polf, "2014 Tax Update"
- F. Wednesday, **February 4 or 18, 2015 (TBD)** – GAO 28th Floor Training Facility, AGA web conference
- G. Wednesday, **March 4 or 18, 2015 (TBD)** – GAO 28th Floor Training Facility, AGA web conference
- H. Monday & Tuesday, **April 20 – 21, 2015** – Governmental Accounting & Auditing Conference at Tacoma Convention Center with satellite locations in Everett and Spokane and webinar option.
- I. Monday, **May 18, 2015** – Columbia Tower Club – Emerald Award presentation, speaker/topic TBD

November and December Luncheons. Board members discussed that it would be useful to have a breakdown of the number of member and non-member participants. Gabrielle Sivage stated that it could enable the chapter to see the link between web advertising and attendance, and Ken agreed that it would help the chapter focus the promotion of its events. Pat stated that there were approximately a dozen people at the December luncheon, mostly board members. The web conference cost \$289, and the chapter charged \$20 per member, so we missed the breakeven point, which would be around 15 participants. Mary Ann Hardy asked if it might be higher risk to hold web conferences in December, and John pointed out that participants were not able to call in. Gabrielle stated that AGA is now doing individual webinar streaming at a cost of \$49-\$69, so this could be an affordable option in the future. Ken noted that the chapter has been pushing this with AGA National, and he said he would contact them to see how many people participated in the December web conference from their desks. Pat will provide the board with in-person participant information for the events the chapter has held this program year.

January Luncheon. Pat will send out the event flyer for the January 12 luncheon meeting around December 22. She will send the information to Gabrielle as well for posting on the website.

February and March Luncheons. Pat said that the AGA web conference topics for February and March were as follows:

- February 4 - Potholes on the Path to Performance Management
- February 18 - Fraud Prevention
- March 4 - Government Financial Management
- March 18 - Putting Internal Control Principles into Practice

After a brief discussion, board members approved scheduling the February 4 and March 18 web conferences (motion to approve, seconded, and passed unanimously). Gabrielle also mentioned that there is a January 28 web conference on strengthening grants management, but board members agreed that the chapter would not be able to do back-to-back webinars in addition to the January meeting.

May Luncheon - Emerald Award. Ken stated that the ad hoc committee with himself, Tim Dobler, and Diane MaKaeli had held its first discussion about the Emerald Award recipient. The chapter will seek nominations in the next newsletter and will create a nomination form that will lay out the criteria for the award. Once nominees are selected, they will be sent for board approval at the February board meeting. Pat suggested the information also be placed on the chapter website.

IV. Early Careers and Internship Update – John Kurpierz

John reported on four areas that his committee has been working on:

- Chapter Survey.** John sent a draft to the board for review. This survey is focused on what members like and do not like about AGA and is intended to help the chapter focus on growth. He received feedback from Ken, who responded that the chapter has not held a long-term strategy meeting or planning session.
- Long-Term Strategy Meeting.** Board members discussed that the chapter has retirees who are a huge resource and who try to stay connected with the group. The board should think of how to draw from different groups such as new, emeritus, and mid-career members to address long-term planning. The survey can be part of this effort, and the board should consider what it is trying to get from the survey. John proposed that the chapter form a committee of up to 4 individuals that would lay the groundwork for strategic planning and that the board then set up a meeting for such planning.
- CGFM Study Group.** John mentioned that the study group is ready to pick a place and time to meet. Sam Lord commented that family and transportation considerations made it difficult to get everyone together for face-to-face interactions and suggested that group members could hold each other accountable through Skype, Facebook, or other means. Gabrielle offered to facilitate a virtual CGFM study group. Some people may want to meet and other may prefer to correspond, but the important thing is that the individuals form a community and network as an important part of the process. John agreed to be the point of contact to convene the study group; Sam and Ken will support him in this effort.
- Newsletter Archives.** Gabrielle will discuss as part of the website update (below).

The survey results will be used to determine the long-term direction of the chapter, and the strategy committee will use the results to develop a survey with targeted questions that could include some open-ended questions. Board members agreed that this is an excellent long-term plan and would take the survey to the next level. The original intent for the survey was to get feedback from members on networking events, meeting topics and

locations, etc. but it will now help bring more long-term planning to the board meetings. The board members discussed that the chapter could first do a quick "blast" survey to obtain some information and use that information to kick off the process. Ryan Guthrie suggested modifying the original draft survey, which was a good start. The chapter could then establish the long-term planning committee. Ryan, John, and Gabrielle volunteered to pull together a quick member survey, and Ken offered to help. Ken said that he would like a long-term planning committee by the spring so that the board could hold a planning retreat by early fall. Sam stated that the retreat would be a forum for discussing spending down the chapter funds, networking opportunities, providing free webinars, and other ideas. This meeting could take place in August or September. Diane added that this time frame would be ideal as October would be getting late for the program year. While chapter presidents serve for only one year at a time, the current president continues to contribute as immediate past president the following year. She also stated that the more vibrant chapters, such as Boise, rotate their officers frequently. Board members agreed that John, Ryan, and Gabrielle would put together a blast survey that they would make available in about one month and that a long-range planning committee would be formed in early 2015 with a board retreat to be held in the August timeframe (motion to approve, seconded, and passed unanimously).

V. Website Update – Gabrielle

Gabrielle discussed the following items related to the chapter website:

- A. **Boise Chapter Website.** Gabrielle has been taking webinars in Wild Apricot. This software seems usable and it is easy to plug in new content. She wants to find website software that is sustainable so that someone else will be able to pick up the webmaster duties and maintain the site. Gabrielle said that Boise has an excellent website, and she said that she would reach out to the Boise chapter to see what they use for their website.
- B. **Transition Website.** Gabrielle stated that she will be starting a new job in downtown Seattle on January 14 and said she will develop a work schedule so that she can put together the transition website between now and February. Ken stated that there is less pressure on a fast turnaround for the new website because he would like to see it done in conjunction with the chapter's long-term planning. He suggested she aim for completing the website by August. Gabrielle stated that the chapter has best practices to follow in website development and a good website to emulate, and she said that she will continue to do the work in steps to keep improving the site rather than try to do everything at once. Ken added that the Nashville chapter also has an excellent website.
- C. **Newsletter Archives.** Gabrielle told the board members that she had found a place for free archiving. She suggested the chapter consider archiving previous editions of the chapter's newsletter, *The Sounder*, and she said she could give public or private (members only) access to the archives. Gabrielle and John will work on uploading the newsletter into website archives.
- D. **Event Payments.** Gabrielle also asked the board members to consider electronic registration and payment for events. Ken noted that Eventbrite was one such method and that members seemed interested in having this option.
- E. **Further Research.** Gabrielle mentioned that she would see how she can integrate internal membership or a blog area with Wild Apricot. For now, the chapter needs to mention the CGFM study group in the newsletter and the site should be developed to be attractive to both members and non-members.

VI. Newsletter Update – Tim

Tim provided a brief newsletter update, stating that he modified the points reporting by pulling the quarterly totals from the AGA website. Karyn added the criteria for the different chapter achievement levels. He requested the next board member bio, and Ken suggested that Mary Ann be featured next because of her links to Central Washington University. Mary Ann agreed to submit the information to Tim by the last week of December.

VII. Membership Update – Mary Ann

Mary Ann Hardy, Membership Chair, provided the membership update, stating that the chapter membership is holding steady. She has reached out to new member Scott Ryan by email but has not heard back from him yet. Ken said that he would follow up with Scott and invite him to coffee. She will report to AGA National this month on how the chapter spent the scholarship funds.

VIII. CGFM Update – Gabrielle

Gabrielle reminded the board members that December 31 is the deadline for meeting the continuing professional education (CPE) requirements for those members who achieved their Certified Government Financial Manager (CGFM) certification in an even year. She also clarified that CPE earned in or before the year in which the CGFM is awarded do not count toward the 80 credits required over the two-year period, which begins the year after one gets the certification. The CGFM renewal cycle ends on March 31. There is a three-month grace period for the CPE credit but no double-dipping. In other words, people cannot add credits earned in January through March of 2015 to the 80 credits needed for the current year. Gabrielle also stated that there is an AGA ad now that advised members that they can earn CPE by writing exam questions, and she requested that anyone interested in doing so contact her.

Additionally, AGA is offering \$20 off of the first exam on the government environment in December. If chapter members take this exam in December, we will also get points under the Chapter Recognition Program. Gabrielle noted that the D.C. chapter is consolidating its training events, charging \$375 for onsite training and the exam, which is a total of 18 CPE. She will continue to put blurbs in the newsletter or at least have a link on the chapter website where members can go for more information. For example, there is a Washington seminar on February 23 and 24 that will offer consolidated CGFM training.

IX. Community Service Update – Sam

Sam provided an update on the toy drive that was held in conjunction with the December meeting. He took the donated items to Toys for Tots. Sam said that there was good publicity for the toy drive, with a sign at the meeting, mention on the luncheon flyer, and a reminder in the chapter newsletter. The next community service activity is the food drive for the January meeting. Sam will provide a blurb to Tim for the next newsletter. Sam said that he is still considering chapter involvement in the United Way Day of Caring. He will research dates and report back to the board.

X. Chapter Points – Diane and All

Diane MaKaeli stated that she has to submit the chapter points by the end of January. She asked the board members to look at their areas of responsibility in the Chapter Recognition Program guidelines to be sure they are including everything in the points summary. Ken proposed that Diane initiate online discussions of chapter

points and that questions and issues be resolved via email. Diane offered to collect such emails, compile the comments, and send a summary to the board members. This way, she will be able to focus during board meetings on those items that were not covered outside of the meeting. Board members will consider incorporating the quarterly points reports into the board meetings.

XI. Good of the Chapter - All

- **Annual Business Meeting.** This item will be tabled for now.
 - **AGA Shirts.** Tim reported that he had received the information from board members on their shirt sizes and checked the prices with Land's End. Based on his research, the chapter will stick with a local vendor to acquire the shirts for AGA Seattle Chapter board members. He will get in touch with the Boise Chapter soon for more information on what they did for shirts.
- Conference Line for Board Meetings.** The board members thanked Pat for arranging a conference line for the monthly meetings.

XII. Action Items - All

- **Karyn Angulo** – incorporate changes to November meeting minutes to board and provide Acrobat version to Gabrielle for posting to the chapter website
 - **Pat Bohan** – bill students for their share of the student networking event; distribute flyer for the January luncheon; provide the board in-person participant information for chapter events for this program year
 - **Tim Dobler** – lead task force to identify Emerald Award recipient for program year 2014-2015, which will create a nomination form that will lay out the criteria for the award and submit nominations to the board by the February meeting; contact Boise chapter for more information on shirts
 - **Ryan Guthrie** – participate with John and Gabrielle in putting together a blast survey in January
 - **Mary Ann Hardy** – provide bio to Tim for January newsletter; provide scholarship update to AGA National
 - **John Kurpierz** – point of contact for convening a CGFM study group, in collaboration with Sam and Ken; participate with Ryan and Gabrielle in putting together a blast survey in January; work with Gabrielle to upload the newsletter archive onto the website
 - **Sam Lord** – collaborate with John in convening a CGFM study group; provide a newsletter blurb to Tim on the food drive for the January luncheon; conduct research on United Way Day of Caring
 - **Diane MaKaeli** – collect information for Chapter Recognition Program from members and submit points for the second quarter to AGA National
 - **Gabrielle Sivage** – facilitate the CGFM study group; participate with Ryan and John in putting together a blast survey in January; reach out to Boise chapter on software used for its website and further research Wild Apricot; continue to make incremental improvements to the chapter website; work with John to upload the newsletter archive onto the website
 - **Ken Smith** – contact AGA National for information on the number of individual participants in the December 2014 web conference; collaborate with John in convening a CGFM study group; follow up with new member Scott Ryan and invite him to coffee
- **Adjourn:** There being no further discussion, Ken adjourned the meeting at 1:33 p.m.