

Board Meeting Minutes
AGA Seattle Chapter
GAO – Conference Room, Columbia Center, Floor 27
March 7, 2012

NOTICE
Next board meeting:
Wednesday, April 4, 2012, at 12:00

■ **Board Member Attendance:**

Member	Title	Present at Meeting
Sherry Ware	President	✓
Tim Dobler	President-Elect	
Pat Bohan	Treasurer & Meeting Coordinator	✓
Karyn Angulo	Secretary & Newsletter Editor	✓
Jessica Gray	Early Careers Chair	✓
Jimese Magraff	Membership Chair	
Richard Osborn	Past President & Community Service Chair	✓
Mike Razmek	Education Chair	

■ **Welcome: Meeting Called to order by Sherry at 12:07 p.m.**

I. Confirm Approval of Prior Minutes – All

Sherry Ware, President, presided over the meeting. She also thanked the board members for stepping in and handling her workload during her recent absence. The board members confirmed that the February minutes were approved via e-mail.

II. Treasurer’s Report – Pat Bohan

Pat provided board members the February Treasurer’s Report via e-mail prior to the meeting. As discussed at the previous meeting, she prepared a brief summary of the finances related to the early career scholarships, which can be found on page 2 of the report. The chapter paid for 3 early career memberships at \$45 each, for a total of \$135 in dues. We also paid for two free lunches at the Columbia Tower Club (CTC) and one box lunch for a total of \$129.60 in meals. The total funds expended for this year’s early career membership effort were \$254.60. The chapter received \$150 from the national office, so our portion of the costs was \$104.60. Pat noted that Jessica had also provided a written report to AGA National based on the format AGA National sent to her.

Pat stated that the chapter is still in the black. Meals at the CTC are now averaging approximately \$52.30 each, which is more than we are collecting in payments from members and non-members. In the next program year, the chapter will discuss if we will continue to hold meetings at the CTC and, if so, how often. Our continued participation is also contingent upon continuing to have a member sponsor the chapter at the CTC.

III. AGA Seattle Chapter Luncheons for Program Year 2011–2012 – All

Below is the approved luncheon schedule for the 2011-2012 program year:

- A. Monday, **September** 19, 2011 – Columbia Tower Club -- Sandra Philbrook, MBA, CCP, SPHR, “Revitalize and Professionalize Your Presentation”
- B. Monday, **October** 17, 2011 – GAO 28th Floor Training Room -- Kathleen van Gelder, “How to Turn 300 Pages of Data Into a 30-page Report”
- C. No luncheon in **November** due to AGA National Performance Management Conference, scheduled for 2-4 November
- D. Monday, **December** 12, 2011 – Columbia Tower Club – Christina Polf, “2011 Tax Update” and Toy Drive
- E. Monday, **January** 23, 2012 -- GAO 28th Floor Training Room – Rich Siegel, Emerald Award and Food Drive, “How Performance Metrics and Survey Data Support Budgeting for Outcomes in City Governments”
- F. Monday, **February** 27, 2012 – GAO 28th Floor Training Room – Ken Smith, University of Washington, Topic: “Boundaries of Accountability: What’s Next for Accountants?”
- G. Monday, **March** 26, 2012 – GAO 28th Floor Training Room – Dave Martin, Resident Agent in Charge, Department of Veterans Affairs Office of Inspector General, fraud topic/title TBD
- H. No luncheon meeting in **April** due to our annual 2-day conference scheduled for April 19 and 20, 2012, Courtyard Marriott Tacoma in Tacoma and at video locations in Everett and Spokane
- I. Monday, **May** 14, 2012 – Columbia Tower Club – GAO presenter with update on duplication mandate work

Board members discussed speakers and topics for this program year.

Sherry said that she has confirmed with Dave Martin, Resident Agent in Charge, Department of Veteran Affairs, that he will be the speaker for our **March** meeting. Dave will speak on the topic of fraud, and Sherry will contact him to get the title of his presentation to the board by Wednesday, March 14, so that Pat can include that information in the luncheon flyer. Pat will also coordinate with Dave on his meal selection, audiovisual needs, and other logistics requirements, such as parking.

Members have been registering for the **April** conference. Pat reminded the board members that, in addition to the main conference venue and two satellite locations, a webinar option is also available this year. Sherry stated that she had not received a conference postcard in the mail this year. Pat explained that the mailing list comprises AGA members from all five states in our region—Alaska, Idaho, Montana, Oregon, and Washington. She recommended that Sherry log into her account at the AGA National Membership website and verify that her correct mailing address is on file.

Pat said she would follow up with GAO’s Western Region Manager, Linda Calborn, regarding the **May** luncheon. She will update the board at the next meeting.

IV. Chapter/Newsletter Points – Rick

Rick stated that the next chapter points submission will be at the end of March. He noted that the percentage of chapter members has increased this year. Rick emphasized that we get more points if we turn in the new officer list by June 1 and the new chapter plans by July 15.

V. Newsletter – Karyn

Karyn said she planned to publish a second newsletter this quarter, and Rick confirmed that, points-wise, it did not matter in which quarter the newsletters are published. Due to Sherry's March schedule, Rick agreed to submit the President's message for the next newsletter; Sherry will prepare the remaining messages for newsletters published during the 2011-2012 program year. Rick will also provide a points update to Karyn. She will summarize the January meeting; Tim has written up the February meeting.

VI. Good of the Chapter – All

- **Speakers for Program Year 2012-2013 and Emerald Award Recipient.** The board members agreed to table this discussion for future meetings.
- **Board Members and Upcoming Elections.** Rick stated that elections are coming up soon. Pat contacted Mary Ann Hardy of GAO to see if she would be interested in becoming a board member, and Mary Ann said she would be willing to serve next year. Karyn spoke with two AGA members at the February luncheon. Both of them expressed interest in serving on the board, but one of the individuals is retiring soon and wanted to confirm that she could fill a one-year term. Rick explained that the only mandatory board positions to be filled are President, Treasurer, and Secretary. It would be okay for an individual to serve only one year of a two-year term. Karyn will follow up with the two individuals and provide their names to Rick if they agree to serve next year. Sherry will contact Jimese to see if she is interested in continuing as a board member; Pat has been unable to reach Mike Razmek. Rick, Pat, Tim, Karyn, Jessica, and Sherry will continue to serve their terms during the coming program year.
- **Elections on Website.** Rick stated that the chapter will vote electronically again this year. Sherry will check with Issa to verify that he knows the process for setting things up on our website. Rick will prepare the ballot by the end of March and send it to the rest of the board for review. Although the board will not be soliciting additional nominees, AGA members can write in names on their ballots. We will announce the upcoming elections at the March luncheon, although actual balloting cannot begin until April.

■ **Adjourn:** There being no further discussion, Sherry adjourned the meeting at 12:48 p.m.