

# Board Meeting Minutes

## AGA Seattle Chapter

### GAO – Olympic Room, Columbia Center, Floor 27

### May 20, 2014

**NOTICE**  
 Next board meeting:  
 Wednesday, August 6, 2014, at 12:00 p.m.

■ **Board Member Attendance:**

Member	Title	Present at Meeting
Sherry Ware	President	
Ken Smith	President-Elect	
Pat Bohan	Treasurer, Education Chair, & Meeting Coordinator	✓
Karyn Angulo	Secretary	✓
Tim Dobler	President Pro Tem & Newsletter Editor	✓
Jessica Gray	Early Careers Chair	✓
Mary Ann Hardy	Membership Chair	✓
Sam Lord	Community Service Chair	✓
Gabrielle Sivage	CGFM Chair	✓

■ **Welcome: Meeting called to order by Tim Dobler at 12:04 p.m.**

**I. Welcome New Board Members**

Tim Dobler welcomed the three new members of the AGA Seattle Chapter board: John Kurpierz, Diane MaKaeli, and Liz Naftchi. All three of them participated in the board meeting.

**II. Approval of Prior Minutes – All**

Karyn Angulo provided the March minutes to board members prior to the meeting, and Pat Bohan provided her review. Members voted to approve the minutes (motion to approve, seconded, and passed unanimously).

**III. Treasurer’s Report – Pat**

Prior to the meeting, Pat Bohan provided the financial statements through April. She offered some quick highlights of the financials, stating that the chapter was currently \$1,800 in the hole because we had not yet received the revenues from the April conference. We had estimated that we would receive \$3,800, but there were fewer attendees this year. Pat said that she hoped to receive the funds by the end of our program year, June 30. She will scrub the participant list against the AGA membership lists to ensure that we have accounted for all AGA members who attended. Pat added that the other big item that was due is the bill for the 20 individuals who attended the May 5 luncheon at the Columbia Tower Club (CTC). The estimated cost is \$1,100. The board members voted to approve the April financials (motion to approve, seconded, and passed unanimously).

#### **IV. AGA Seattle Chapter Luncheons for Program Year 2013–2014 – All**

Below is the list of education and outreach events for the 2013-2014 program year:

- A. Monday, **September** 16, 2013 -- Columbia Tower Club -- Columbia Tower Club – Mr. Paul Aussendorf, Assistant Director, and Mr. Jonathan Carver, Senior, Analyst, U.S. Government Accountability Office, Seattle “Anticipating Client Needs: GAO Analysis of Airline Mergers”
- B. Monday, **October** 21, 2013 -- GAO 28th Floor Training Facility – Meeting postponed due to federal government shutdown
- C. Monday, **November** 18, 2013 – GAO 28th Floor Training Room – Brian Willett, State Auditor’s Office, “Managing with Data.” This is a 2.5 hour CPE presentation.
- D. Monday, **December** 16, 2013 – Columbia Tower Club – Kimberly Green, MBA, Federal/State Compliance Manager, Washington Health Benefit Exchange, “The Development of Financial Business Processes at the WA Health Benefit Exchange”
- E. Monday, **January** 13, 2014 -- GAO 28th Floor Training Facility – Tina Polf, “2013” Tax Update
- F. Wednesday, **February** 5, 2014 – GAO 28th Floor Training Facility -- AGA web conference, “What’s Trending in Financial Management, Oversight and IT” (2 CPE)
- G. Wednesday, **March** 10, 2014 – GAO 28th Floor Training Room – Lealan “Lee” Miller, AGA Regional Vice-President, “Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - What is It and How Will it Affect Grants Management”
- H. Thursday, **April** 17: Career networking event at University of Washington, 6-8 p.m.
- I. Monday and Tuesday, **April** 28 and 29, 2014 – Governmental Accounting & Auditing Conference at Tacoma Marriott with satellite locations in Everett and Spokane and webinar option
- J. Monday, **May** 19, 2014 – Columbia Tower Club -- Emerald Award presentation to Richard Osborn, “Life and Auditing – How They Intersect”

#### **V. Newsletter Update – Tim**

Tim said that he would be sending out the May 2014 newsletter soon. Mary Ann Hardy will provide an article on the recent Governmental Accounting and Auditing Conference. Karyn agreed to summarize the May 2014 luncheon; John Kurpierz sent some photos of the event to Tim.

#### **VI. Website Update – Gabrielle**

Gabrielle gave board members an update on the chapter website. She said that she has loaded this year's Sounder newsletters to the website and activated the links on the Jobs page. Her next project will be to upload the new board member list. Diane commented that it was hard to find information on the chapter website and that she felt she could not direct people to the site until the updates are completed. Gabrielle has been making changes to the current content offline, and will not “go live” and post the updates online until they are ready. She said she is hoping to have the changes made by the end of June.

Gabrielle mentioned that she wanted to transition the website to Squarespace because it has better programming tools. She said she had run this idea by Issa Ndiaye, our previous webmaster, to get his opinion, and he strongly endorsed the change. She has also been looking at other chapter websites for ideas for the website, but the older programming tools have made formatting the website difficult. Gabrielle explained that it

will cost the chapter \$16 a month for the professional Squarespace package, with a small discount for an annual payment. There is also a \$24 per month business plan available, but Gabrielle said that this is geared more toward commercial entities that use Paypal or other online payment services, which this chapter does not do. The chapter had different vendors for the domain name and the website hosting. We now have both services with HostPapa. These may be transferrable to the new vendor if we switch to Squarespace. Gabrielle stated that some benefits of Squarespace are that there is one customer service area to go to, plus it has excellent customer service. Board members asked for additional information about the costs and benefits of transitioning from HostPapa to Squarespace since we had just renewed the website hosting. Gabrielle said that she would coordinate with Pat after the meeting and then send something to the rest of the board for approval. This proposal will include providing board members information on any proration of web hosting services we have not used.

### **VII. Chapter Points Update - Ken/John**

Ken Smith was out of town and unable to attend the board meeting, so John provided the update on the chapter points. John said that Ken still needs to work on the chapter's points submission. The original plan was for Ken and John to put together the information and then check with the rest of the board. Karyn stated that the chapter typically accrues enough points each program year for some level of recognition from AGA National. She said that she would send the board members a copy of the Chapter Recognition Program handbook for the 2013-2014 program year so that they could review it and identify places where the chapter had earned points. A board member asked if the annual tax update qualified for continuing professional education credits. Pat explained that only certified public accountants can receive CPE for that event.

### **VIII. Membership Update – Mary Ann**

Mary Ann Hardy, Membership Chair, told the board that she had run the membership reports the previous day. She said that it did not look like the membership data had been recently updated. Mary Ann said she had done some outreach to members who had not renewed. One member had retired; some former members were students whose emails bounced back so they have likely graduated. Mary Ann said that it was worth reaching out to people about membership. There was a push by AGA National last August to have people renew by August 31. She checks the membership reports before each meeting. Diane MaKaeli asked if there were brochures that board members could hand out to potential members. Pat said she had some and would provide them to her, and she noted that there was information on the AGA National website as well.

### **IX. Early Careers Update - Jessica**

Jessica Gray said that she had no update on early careers but wanted to hear more about the April event at the University of Washington (UW). Ken, Sam, John, and Pat participated, and Tim brought materials for the AGA table. The AGA Seattle board members participated as a professional association. Pat noted that the Government Accountability Office was also there, represented by the Seattle Field Office Manager. The chapter earns points for participating in programs such as this, and the university puts on these events more than once a year. These career events are not just for employment information but also for networking.

Sam stated that he went to North Seattle College's accounting fair, and he was able to talk with representatives from Seattle University and North Seattle College about organizing a panel with information on his office. The Health and Human Services Office of the Inspector General has internship opportunities but no recruiting funds, so participating in college and university events such as these are helpful. The representative from Seattle University brought up the possibility of holding a panel in the lunch hour and said that they would

not necessarily be limited to early career students.

Pat said that she would contact Beta Alpha Psi and the Washington Society of Certified Public Accountants (WSCPAs), which hold events at the UW, to see if we could add on to one of their events. John added that most students would be happy to see AGA representatives if we show them the link to accounting and industry. Diane asked about UW campuses in Tacoma and Bothell since a lot of their graduates work in Seattle. These campuses have quarterly alumni meetings that we could take information to. She had not heard of AGA in Tacoma. Pat noted that the AGA Olympia Chapter is closer to the Tacoma campus but affiliations with UW in Tacoma are helpful. She said she could send AGA materials to Diane's work address for distribution at those meetings.

#### **X. Community Service Update – Sam**

Sam Lord said he did not have an update on community service.

#### **XI. Election Update - Karyn**

Karyn briefed the board members that she had forwarded the new chapter officer list to AGA National on April 30, which earned the chapter an additional 50 points. The committee chairs also need to update their chapter plans. These are due to AGA National by July 15. Along with the Chapter Recognition Guidelines, Karyn will also send all board members copies of the five plans that the chapter currently submits each year: CGFM, Community Service, Early Career, Education, and Membership. She requested the committee chairs return the updated plans by the end of June so that she can compile them and forward the information to AGA National.

#### **XII. Good of the Chapter - All**

- ***Annual Board Dinner.*** The board discussed the annual board member dinner, which is typically held each summer to celebrate the completion of the program year. Board members present agreed to check their calendars for possible times and to see which dates worked best for Gabrielle since she needs to purchase airline tickets to come to Seattle. Diane said she would be out of town the last week of June. Members proposed Salty's on Alki as a possible location for this year's dinner.
- ***Governmental Accounting and Auditing Conference (GAAC).*** Pat stated that she had received the evaluations for a couple of the GAAC sites, and noted that Ken had received glowing remarks for his presentation. She is still waiting for the information from the Everett location, which had 20-25 participants this year. According to Pat, 59 people signed up for the Webinar. There are codes embedded into the webinar to ensure that individuals participated in the sessions. Pat added that she will follow up with the WSCPAs on the final participant numbers and to get the remaining evaluations.
- ***Chapter Intern.*** Sam asked about the status of getting an intern to help out with chapter activities. Gabrielle reported that Ken was going to do some administrative work on this proposal and said that she would follow up with him.
- ***Networking for Cash-Basis Accounting Professionals.*** Diane said that the Fire Administrative Support Group for the state uses cash-basis accounting rather than accrual accounting. She is looking for training and networking opportunities for government employees such as this group who work with cash basis accounting systems. In the Budget and Accounting Reporting System, this is considered "other" reporting. Diane's group has been working with the UW's government accounting program but she was wondering about any possibility of training or networking for this group.

Pat suggested Diane look on the Government Accounting Standards Board (GASB) website and ask them about what's available. David Bean, who presented at the GAAC, is a good resource. Tim suggested Brian Willett of the State Auditor's Office (SAO). He pointed out that the SAO still audits agencies that use cash-basis accounting, so it should have some best practices and suggestions.

- **Next Board Meeting.** The Seattle AGA Chapter board normally does not meet in June or July. Board members agreed to convene on the first Wednesday in August, the 6<sup>th</sup>, for the first board meeting of the new program year, which will function as the planning meeting for the new program year. Karyn will reserve a room for the meeting and board members agreed to hold a longer meeting to start the planning for activities for the 2014-2015 program year.

### **XIII. Action Items - All**

- **Karyn Angulo** – prepare summary of May 2014 luncheon and provide to Tim; send Chapter Recognition Program guidance to board members along with current chapter plans for committee chairs to revise; reserve meeting rooms for the upcoming program year; consolidate and forward chapter plans to AGA National before July 15<sup>th</sup>
- **Pat Bohan** – scrub the GAAC attendance lists for AGA members and work with WSCPA on receiving the chapter's share of revenues from the event and the rest of the event evaluations; coordinate with Gabrielle to prepare a proposal, including costs, for switching web hosting to Squarespace; provide AGA membership materials to Diane; update Education chapter plan by June 30<sup>th</sup>
- **Tim Dobler** – produce and distribute the May 2014 Sounder newsletter
- **Mary Ann Hardy** -- assist Tim with article summarizing the April 2014 GAAC; update Membership chapter plan by June 30<sup>th</sup>
- **John Kurpierz** – continue to assist Ken with compiling the chapter points for program year 2014-2015; update Early Career chapter plan by June 30<sup>th</sup>
- **Sam Lord** – update Community Service chapter plan by June 30<sup>th</sup>
- **Gabrielle Sivage** – continue to update chapter website; coordinate with Pat to prepare a proposal, including costs, for switching web hosting to Squarespace; coordinate with Ken to prepare a job description for a student intern to assist with chapter activities; update CGFM chapter plan by June 30<sup>th</sup>
- **Ken Smith** – compile chapter points for board member review and submit to AGA National by May 31<sup>st</sup>; coordinate with Gabrielle to prepare a job description for a student intern to assist with chapter activities
- **All** – review calendars and email board with potential dates for annual board member dinner; review Chapter Recognition Program guidance and provide Ken information on chapter points accrued

■ **Adjourn:** There being no further discussion, Tim adjourned the meeting at 12:58 p.m.