

**Board Meeting Minutes**  
**AGA Seattle Chapter**  
**GAO – Olympic Room, Columbia Center, Floor 27**  
**Wednesday, November 12, 2014**

**NOTICE**  
**Next board meeting:**  
**Wednesday, December 3, 2014, at 12:00**

■ **Board Member Attendance:**

<b>Member</b>	<b>Title</b>	<b>Present at Meeting</b>
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 12:08 p.m.**

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

Prior to the meeting, Karyn Angulo distributed updated minutes for the October board meeting that incorporated revisions she had received from some board members. Board members had no additional comments and 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**

**September Financials.** Prior to the meeting, Pat Bohan provided the financial statements through October 2014. She offered some quick highlights, noting that the chapter was not in a deficit position. The chapter has made some money from the sale of box lunches at the October and November luncheons and the \$145 in Early Careers funding. She said she has not yet received any invoices for the Early Careers funding, which will be used for outreach to students. We also have received \$8.01 in interest income to date and chapter dues of \$64.94. (Pat noted that the odd number for the dues is because they were likely prorated.) Total in-flows for the program year are \$4,110 and total out-flows are \$1,164, for a difference of \$2,946. Cash expended in October was for the lunch meals and name tags. The board approved the October financials (motion to approve, seconded, and passed unanimously).

### III. Chapter Points – Diane and All

**Chapter Recognition Program Points.** Diane MaKaeli led a discussion with board members regarding chapter points for the current program year.

- *Section I, Goal 1, G: Annual financial audit.* Pat reported that she had asked former board member Rick Osborn if he would be willing to do the first audit, and he agreed to do one. She is setting up a time for the audit and hopes to have it completed by the end of the calendar year.
- *Section I, Goal 1, J: Suggestion to improve the chapter recognition program.* Karyn submitted a suggestion to AGA National that recommended providing the new chapter recognition guidance be produced prior to the start of the new chapter year and that any significant changes be summarized in the updated versions.
- *Section I, Goal 2, F: Annual report.* Ken Smith stated that the chapter had missed the deadline, as the annual report is to be submitted within 90 days of the end of the chapter year. Karyn offered to contact Jessica Jones at AGA National to get an example of an annual report so that the chapter can prepare one in the future.
- *Section II, Goal 3, B: Speaker information to AGA Education Department.* Diane asked if the chapter notifies the AGA Education Department regarding the speakers the chapter has used at its events. Pat said that she posts information on the two-day conference on the AGA National website and that she could provide information on the speakers. Mary Ann Hardy suggested that the board first ask the speakers if this would be okay, and the board concurred that it would be good to let the speakers know of the positive feedback we had received on their presentations and that we would like to share their contact information with the national office. Pat said she would contact the October speaker, Nancy Krier. Tim offered to talk to David Hammond, the September speaker.
- *Section II, Goal 4: Marketing educational events.* Diane mentioned that she notified the Fire Administration Support Group for Ms. Krier's presentation and discussed the event when she attended the Accounting Student Association and Accounting Student Alumni groups. She also spoke with a professor at University of Washington (UW) - Tacoma about the chapter's activities. Pat noted that the training calendar is provided to the membership and others through the chapter newsletter. John Kurpierz added that the chapter can earn points in more than one category for a single event. For example, we can receive points to provide an education event and to do outreach for that event.
- *Section IV, Goal 1: General membership business meeting and percentage of members at chapter activities.* John asked if the chapter wanted to consider doing such a meeting. This will be discussed at a future meeting under good of the chapter. He also said that AGA National used to calculate the membership percentages. Diane said she would research this area some more and get back to the board. The chapter does have a lunch before the presentation at each educational event, during which time members can talk and the board makes announcements.
- *Section IV, Goal 3: Communicate within AGA.* This year, the chapter has communicated with the Boise chapter regarding AGA shirts and the San Antonio chapter regarding that chapter's challenge.
- *Section V, Goal 1: Recruit new members.* Board members have personally invited people to chapter activities. For example, as noted above, Diane has contacted individuals about events, personally inviting the president of the ASA at UW-Tacoma. Ken invited three students from Central Washington University (CWU) - Des Moines to the October luncheon. Pat recruited Ryan Guthrie to the AGA Board

and has also invited another GAO colleague to the luncheons. Government leaders are also contacted to be speakers. For example, the first two speakers for the program year were from the state level and from Sound Transit. In November, officials from the State Auditor's Office will be presenting.

- *Section V, Goal 2: Retain current members.* The board should welcome new members at each monthly event.
- *Section V, Goal 3: Early Careers and student members.* The chapter has not yet held a formal Early Careers event, but board members did participate in the UW-Tacoma event, and Sam Lord has attended different recruiting events for his agency.
- *Section V, Goal 4: Early Careers and student support.* Gabrielle Sivage noted that board members have taken actions to support young professionals and students. For example, the chapter has posted an internship for Seattle City Light on the website, along with other job connections. She has other positions still to post, and she asked the board members their thoughts on what types of jobs should be posted because she wanted to be sure there was not too much emphasis on certain types of openings, such as in transportation. John thought this would not be a problem because the chapter is posting the listings that it sees. Diane added that students at UW-Tacoma are looking for this type of internship information, and she wants to direct them to the AGA Seattle website to find it. It can be a good outreach tool to post links to internships we find. Ken agreed, stating that if we find a job that has been posted, we can re-post it on the website with language like "As posted on x, here is the link for y position. Ken also noted that his students have entered AGA's virtual Government Finance Case Challenge, in which they will analyze data for a specified U.S. state, city, or county government and develop a Citizen Centric Report (CCR). He proposed that his students could do a CCR for the chapter in the winter team. He said he would probably make this an optional project for them. Finally, John said he is working on a survey for chapter members but has not yet completed it.

#### **IV. 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, CPA, "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

**February and March Luncheons.** Pat said that the web conference topics were not yet available for those two months. These conferences would cost \$50 each for an individual.

**May Luncheon - Emerald Award.** Ken proposed an ad hoc committee be established to select the Emerald Award recipient each year, following the chapter's selection criteria. This committee could comprise the current chapter president, the immediate past president (chair), and the president-elect. Ken suggested the group meet and then report to the board on its suggested processes and bring a recommendation to the board for approval. The committee would also ask the individual about his/her availability and inform that person of the requirement to provide a presentation at the May luncheon. Board members discussed that the committee would bring a recommendation to the board by the February board meeting before contacting the nominee. Tim Dobler will put information on this committee in the newsletter, and Pat will send the criteria to the board members. The board approved the proposal (motion to approve, seconded, and passed unanimously).

#### **V. Early Careers Update – John Kurpierz**

John reported that accounting students from CWU - Des Moines were coming to the GAO Training Room on November 21 to meet with GAO auditors and analysts and Health and Human Services Office of the Inspector General auditors and investigators. The event will take place from 11:00 a.m. to 1:00 p.m. Ken stated that the students were excited to come downtown to meet with accounting professionals and that he would also be participating. Ryan stated that he has been coordinating with Jagroop "Roop" Nahal, Ken's student point of contact, and that they are working on the agenda. Karyn and Doreen Eng are helping with the GAO piece, and Sam is lining up the HHSOIG participants. Roop has extended the invitation to this event to students at other CWU campuses, in Lynnwood and Ellensburg, and will cap the number of participants at 30.

*Event Logistics.* Pat reminded the board that the room capacity is 60 people (standing) and 40 people (seated). The students want to help pay for the food, and the board agreed that the chapter will pay for the food up front and then bill the students. We will provide pizza, soft drinks, and water. The chapter will also have nametags for all participants. Ken, Tim, Karyn, Mary Ann, and Ryan will be able to attend the event, and Pat, Diane, Sam, and Gabrielle will not. Sam said there would be 2-4 people from HHSOIG, and Ryan will contact Linda Calbom, GAO Managing Director for Field Operations, to invite her to the event. Karyn said that she would ask around the GAO office for suggestions for pizzerias. Gabrielle asked members to be sure to provide nametags and for participants to identify their credentials, especially if they are Certified Government Financial Managers (CGFM).

#### **VI. CGFM Update – Gabrielle**

Gabrielle reminded the board that Boise, Portland, and Olympia have all expressed interest in some form of CGFM training and she was going to contact them about possible ways to share AGA resources. Ken and John have signed up to obtain the CGFM; Sam has applied for one course. Ken said he was approached by the Continuing Education Department at CWU about creating a course to support the CGFM. This course is in development, but he did not know if it would exist for the long term. Gabrielle said she will provide a blurb for the newsletter on additional CGFM activities.

John asked if the chapter should form a CGFM study group. Three students are required for a quorum.

Interested members could e-mail Sam or Ken, with a cc: to Diane. Gabrielle noted that two people have reached out to her in the past year-and-a half about the CGFM. She will e-mail the names of these individuals and suggested language to use in approaching them for a study group. John will send the e-mail about forming a study group. The board members also discussed if credits were available for teaching study sessions. Gabrielle said that credits are available for courses taught in one's subject matter area. Individuals can write an article or teach a course for the CGFM. John suggested that Gabrielle or other chapter CGFMs could get CPE for helping out the study group. Gabrielle noted that CPE credits are not provided for facilitating or proctoring a session but they are available if one teaches a class at a conference.

### **VII. Newsletter Update – Tim**

Tim provided a brief newsletter update, stating that he needs the President's message. He received an article and photo on president-elect Diane, and he needs more board member bios for future issues. John will provide the next one and discuss his role as Early Careers chair. Ken will submit a short blurb on his trip to China, including a link to a longer article, and will also discuss the Sectional Leadership Meeting (SLM) recently held in Kansas City. Diane offered to write up her event at UW-Tacoma for the next newsletter. Karyn will edit the draft newsletter prior to publication.

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

Mary Ann Hardy, Membership Chair, provided the membership update, stating that the chapter had 63 current members as of today. There are three new members for the year, including new board members Ryan Guthrie and Liz Naftchi and Scott Ryan from the Environmental Protection Agency. Mary Ann said that she will send new member information to Pat and Tim so that the individuals receive their complimentary lunch at a monthly event and are welcomed in the newsletter. Tim will send the template for the welcome letter to Ken so that Ken can contact the new members as Chapter President and welcome them to AGA.

### **IX. Website Update – Gabrielle**

Gabrielle said that she would like to discuss the parameters for posting information on the chapter website, such as jobs, scholarships, and intern opportunities. John stated that those items are for public good and that he thought the site should provide a lot of this information. Karyn cautioned that it is important to keep up with the information that is out there and that the website would have to be kept up to date. Ken suggested that jobs be posted by their closing dates and that the chapter could archive older postings. Board members could provide updates at the monthly meetings. Gabrielle stated that she could commit to updating the website semi-monthly with job announcements. She can create a tab for announcements at the top of the home page. Specific job announcements the chapter wishes to highlight could be set off on the page and there could be categories on the jobs page, such as non-profit organizations or county and federal government. These categories could include the names of the offices with the openings with links to the organizations' websites. Ken, Gabrielle, and Pat are on the task force that is looking at this issue.

Gabrielle also discussed archiving items on the website. She does archive the newsletters, and she asked the board how far back it wanted to go in making past newsletters and board meeting minutes available on the website. The board decided that we would start with 2-3 years of data and then decide if we wanted to go back further. Gabrielle will reach out to John about getting this information together.

## X. Community Service Update – Sam

Sam stated that, in the past, the board has held a toy drive in conjunction with the December meeting and a food drive for the January meeting. These efforts will be mentioned on the luncheon flyers and in the chapter newsletters leading up to them. Pat offered to set up a sign at the November meeting that highlighted the December toy drive. Sam added that he was looking at other volunteer activities that the chapter could take on, such as participating in the United Way Day of Caring, and advertise to the membership.

## XI. Good of the Chapter - All

- **AGA Shirts.** Members discussed acquiring shirts for AGA Seattle Chapter board members. Tim stated that he had contacted the Boise Chapter for information, and we can get a \$30 shirt plus \$5 for embroidery. He will send board members a link, and they can reply with their sizes. Board members requested a quote for the cost of the shirts, which would be free to board members. They also agreed on the color green.
- **Meeting Dates and Times.** The GAO conference room can accommodate only 5-6 people on its conference line. Karyn asked if the board wished to reschedule its meeting date and time so that more members can participate in person. There are numbers available that can accommodate more callers, and Pat offered to get a special work telephone number that could also be used for the board meetings. The next board meeting was arranged for December 3, from 12:00 to 1:30 p.m. The board agreed to add holding a general business meeting to the agenda. Ryan requested an Outlook appointment for the board meetings, which Karyn said she would do for future meetings.
- **Internship Stipend.** Sam asked about the status of a stipend for the chapter internship. Gabrielle stated that the chapter would start for one month without a stipend and that she would work with John on the internship announcement. The opening will be posted to school internship boards and websites at local schools.

## XII. Action Items - All

- **Karyn Angulo** – send finalized minutes to board, with Acrobat versions for Gabrielle to post to the chapter website; submit updated officer list (new board member/committee chairs) to AGA National; contact Jessica Jones at AGA National for an example of a chapter annual report; assist Ryan with logistics for student networking event in November, including identifying options for pizza; edit draft newsletter; add general business meeting to the agenda; send Outlook appointments for board meeting times
- **Pat Bohan** -- coordinate with Rick Osborn about auditing the chapter's financials in December; distribute flyer for the November luncheon; contact Nancy Krier about providing her speaker information to AGA National; follow up on AGA National web conference topics for February and March luncheons and present to board for discussion and selection; send Emerald Award criteria to board members; bill students for their share of the student networking event; continue work on website task force; make sign for November luncheon with information on the December luncheon and toy drive; arrange for telephone conference number to accommodate more than six lines
- **Tim Dobler** – contact David Hammond about providing his speaker information to AGA National; lead task force to identify Emerald Award recipient for program year 2014-2015, which will bring its recommendation for the selection process to the board and the nomination to the board by the

February meeting; send to Ken the template for letter sent by Chapter President to welcome new members; provide link to board members with shirt information

- **Ryan Guthrie** -- coordinate student networking event, including arranging for food, contacting Linda Calbom, and providing nametags
- **Mary Ann Hardy** -- forward new member information to Tim, Pat, and Ken
- **John Kurpierz** – Complete survey for chapter members and present to board; develop e-mail to send to individuals seeking the CGFM that propose establishing a study group; work with Gabrielle on internship announcement
- **Sam Lord** -- continue to be focal point for HHSOIG participation in student networking event; seek additional volunteer opportunities for chapter
- **Diane MaKaeli** – continue to update chapter points and research specific areas, such as general membership business meetings and calculations of percentage of members at chapter activities; write newsletter article on the UW-Tacoma event
- **Gabrielle Sivage** – continue working with Ken to coordinate with other AGA chapters on CGFM training; provide information on CGFM activities for the newsletter; send to John any information on CGFM inquiries she has received; continue to post job announcements and work on website task force; coordinate with John on archived newsletters and meeting minutes for the website; work with John on the internship announcement
- **Ken Smith** – work with his students on a chapter CCR; provide items for the chapter newsletter, including the President's message and summaries of his trip to China and the Kansas City SLM; continue work on website task force
- **All** – provide shirt sizes to Tim

■ **Adjourn:** There being no further discussion, Ken adjourned the meeting at 1:38 p.m.