

Board Meeting Minutes

AGA Seattle Chapter

GAO – Olympic Room, Columbia Center, Floor 27

September 15, 2012

NOTICE
 Next board meeting:
 Wednesday, October 3, 2012, at 12:00

Board Member Attendance:

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

Welcome: Meeting Called to order by Tim at 12:03 p.m.

I. Confirm Approval of Prior Minutes – All

Tim Dobler, President, presided over the board meeting, which had a quorum with 4 of the 8 board members present. Rick noted that Michael Razmek was on the suspended members list, so he has been removed from the board for the 2012-2013 program year. The board members confirmed that the August minutes were previously approved via e-mail.

II. Treasurer’s Report – Pat Bohan

Prior to the meeting, Pat provided the August Treasurer’s Report via e-mail. Tim noted that the chapter looked good financially for the program year and that we received more funding than we had previously expected from the chapter’s share of the proceeds from the joint conference in April.

III. AGA Seattle Chapter Luncheons for Program Year 2012–2013 – All

Below is the approved luncheon schedule (dates and locations) for the 2012-2013 program year:

- A. Monday, **September 24**, 2012 – Columbia Tower Club – Dr. Ken Smith, University of Washington, “Improving Disclosures in the \$3.7 trillion Muni Market”
- B. Monday, **October 15**, 2012 – GAO 28th Floor Training Room --
- C. Monday, **November 19**, 2012 – GAO 28th Floor Training Room -- Mr. Glen Lee, City Controller, on City of Seattle Internal Controls

- D. Monday, **December** 10, 2012– Columbia Tower Club – Ms. Larisa Benson, WA State Audit Office, on Revision of the State-wide Risk Assessment /Toy Drive
- E. Monday, **January** 14, 2013 -- GAO 28th Floor Training Room – Ms. Tina Polf on 2012 Tax Update/Food Drive
- F. Monday, **February** 25, 2013 – GAO 28th Floor Training Room –
- G. Monday, **March** 25, 2013 – GAO 28th Floor Training Room –
- H. No luncheon meeting in **April** due to our annual 2-day conference scheduled for Thursday and Friday, April 18 and 19 or 25 and 26, 2013
- I. Monday, **May** 13, 2013 – Columbia Tower Club –

Board members discussed speakers and topics for the upcoming program year:

- Pat has been coordinating with Ken Smith from the University of Washington, the scheduled speaker at the first luncheon of the new program year in **September**. Karyn sent out the e-mail invitation yesterday, September 11. She will check with Pat about the speaker gift. Jessica offered to pick up the gift if needed.
- The board has not yet identified a speaker for the **October** luncheon. Karyn will contact two individuals from the U.S. Government Accountability Office to see if they can provide a presentation on either the Patient Protection and Affordable Care Act or transportation for disadvantaged populations in King County.
- Following the August board meeting, Tim coordinated with City of Seattle personnel and arranged for Mr. Glen Lee, City Controller, to speak to the chapter on Internal Controls in **November**. Tim explained that Mr. Lee has some flexibility in his schedule so we could potentially switch his presentation to the October date if necessary.
- Prior to the meeting, Pat had notified the board that Larisa Benson from the State Auditor's Office had agreed to be the speaker at the **December** luncheon. Ms. Benson will discuss the revision of the State-wide Risk Assessment.
- Jessica has confirmed that Tina Polf will deliver the annual tax update on **January** 14.
- Board members also discussed the Emerald Award, which has been presented in January the past few years. Tim followed up with Jimese to see if her director would be available to provide a presentation on the National Oceanic and Atmospheric Administration's new computer system and how it assists the agency in meeting accountability standards. Jimese has not yet had the chance to discuss this subject with her boss. Rick stated that another possibility was a Sound Transit presentation on the expansion of heavy rail to Lakewood. He will pursue this lead.
- Board members will continue to pursue other leads for speakers and topics. Karyn will follow up with Mary Ann to see if any members of the American Society of Women Accountants are available to discuss the City of Seattle's new policy on paid sick leave and/or the impact of the new ban on throwaway plastic bags.

IV. Newsletter - Karyn

Karyn said that she still plans to issue an end-of-year newsletter. She added that she has been looking at the templates on the AGA National website and is considering revising the newsletter format and issue more frequently again. Tim stated that his office recently received an award for its efforts at getting large employers to complete their Forms I-9, Employee Eligibility Verification, upfront in the hiring process. He will prepare a summary for the next newsletter.

V. Chapter Points – Rick

Rick stated that there is additional information that we can place on our chapter website to accrue more points. He asked if we listed the information for the regional and section vice presidents on the site and requested a list of members who had the Certified Government Financial Manager designation. Karyn said that she would check for the vice presidents' names on the chapter website.

VI. Good of the Chapter – All

- **Membership Update.** Karyn downloaded the latest membership rosters from the AGA National website on September 10. These rosters include current, new, and suspended members. Karyn offered to forward them to the board. Rick noted that the latest roster indicated that we had one new member. Tim said that he would send a welcome letter to that individual. There are also 10 suspended members whose memberships had lapsed. The board will address following up with these individuals at a future meeting.
- **Website updates.** Karyn will contact Issa and provide him copies of the 2011-2012 minutes and newsletters for posting to the chapter website. She will also ask him to post the luncheon schedule on the site. Rick noted that AGA National has a list of governments that are preparing citizen-centric report. This list includes the City of Bellevue and part of King County. He said that he would research citizen-centric reports by AGA chapters and identify potential items to post to the AGA Seattle website.
- **Chapter Plans.** Karyn forwarded the updated chapter plans to AGA National on September 10. She told the board that the Seattle Chapter's 2010-2011 membership plan was one of the examples provided to chapters on the AGA National website.

VII. Action Items - All

Board members have committed to the following action items prior to the October meeting:

- **Tim Dobler** – draft newsletter article on his office's award; welcome letter to new member
- **Pat Bohan** – research website billing; acquire speaker gift for September luncheon
- **Karyn Angulo** – contact Issa to update website with meeting minutes, newsletters, and 2012-2013 luncheon schedule; send membership rosters to board; contact GAO for potential speakers; review chapter website for RVP and SVP information; complete newsletter
- **Jimese Magraff** – contact her director regarding availability for presentation/Emerald Award
- **Rick Osborn** – talk to Sound Transit about a presentation; research citizen-centric reports
- **Mary Ann Hardy** – contact American Society of Women Accountants for possible speakers

■ **Adjourn:** There being no further discussion, Tim adjourned the meeting at 12:28 p.m.