

**AGA Seattle Chapter
Board Retreat Agenda
800 5th Avenue, Seattle WA
10:00 am -2:00 pm
Saturday, May 21, 2016**

- Roll Call of Officers

Member	Title	Present at Meeting
Mary Ann Hardy	President	✓
OPEN	President Elect	OPEN
Diane MaKaeli	Past President	✓
Sam Lord	Treasurer & Webmaster & Early Careers Chair	✓
Sandra Starnes	Secretary	Excused
Tim Dobler	Newsletter Editor	Excused
OPEN	Education & Professional Development Chair	OPEN
Gabrielle Sivage	CGFM Chair and Community Service Chair	✓
Karyn Angulo	Membership Chair & Historian	✓
John Kurpierz	Other	Absent

Meeting started at 10:15am with Mary Ann passing around the point's sheet for comments followed by Diane passing the gavel to Mary Ann as our new president.

- Sectional Leadership Overview, Sam gave an overview of the SLM per attached notes. Discussion was helpful and was good to see others having same challenges as we are having.

Website: All chapters must move to the national site. Great to have person responsible for their website there. He said they have a lot of flexibility with the national website and can incorporate feedback into the website. Structured as far as navigation, but pretty close to what we already have. They made sure they had all major categories that chapters now have. Over the next year, all chapters will be converted over. Bigger chapters first. Sacramento had their website hacked so have not had a site for a while. They need many help so they are starting with others like them needing the most help. We will probably be in line for conversion next spring, although that could change. We will ~~h~~Have a chance to interact with it before we go live with it. There will not be charges to chapters for being part of the national website. We will need to register domain names. Sam suggested doing both AGASeattle and SeattleAGA. Constant Contact is a marketing company that can be used for email distribution. It tracks who opens the emails, habits, etc. Automates the process for mailing out newsletters, etc. Eventbrite for registrations and PayPal etc. could also be used for credit card payments. GoToWebinar is a monthly program, pricing costs about \$100 per month if doing month to month or more if you need to use a prepay option. Discussion. Karyn and Mary Ann will check with Debbie at GAO to see what options are available for broadcasting monthly meetings. CPE requirements for broadcasting was discussed.

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CGFM: Three study guides for section 3 from Judy Shock for CGFM. Updating study guides and exams around July so maybe wait until then to get study guides. AGA now has a practice exam to see how progress is going.

CPE: National now has a template for CPE certificates. See handout from Sam that has the template. Consider updating our certificates. NASBA Certified – do we want to look into that as a chapter? Look into and research what is required. Board of Accountancy in Washington State – we must meet these requirements. Discussion on disclaimers regarding CPEs on certificates. Mary Ann volunteered to research what it takes to become NASBA certified. Discussion on emailing CPEs for this next year. Include sign-in and sign-out at meetings.

National Website: Recommend joining AGA on LinkedIn. May be able to use National's Survey Monkey account (need to follow up). Look at the list of dates for chapter officers from/to RFP and the National Office. Discussion on having videos of training available on website for education, even if not CPE. Discussion on having someone certify attendance at remote locations if we can get our monthly meetings available electronically.

Membership: Young professional is big focus. How to reach them, Beta Alpha Psi toolkit, E-Professor memberships for teachers, reaching out to employers to see how AGA can serve their staff and ask to talk at events, Corporate sponsorship and Happy Anniversary cards.

Treasurer: Need to double check 501(c)(3) status. Discussion at SLM on event insurance.

Wrap-up: Sam recommends at least one board member go every year. Karyn interested for next year. National staff there, incoming president, regional people and other chapter officers. Great networking opportunity.

- Discussion of Membership Survey: We had a low survey response. There was discussion on how to reach out to members and how much effort ~~board members~~ our core board members can put in. Also discussed was changing meeting dates to Wednesday (~~Tuesday was finally decided upon~~) and reaching out to our own circles and do personal invites. Karyn brought up the outreach to UWT, CWU and others by Diane, Ken & Sam. This is a good example of each person finding out what resonates with them and focusing on those areas.
- Open Board Positions were discussed and we'll kick off in the fall with face to face outreach emphasizing that most of the work can be done remotely.
- Luncheon Topics & Speakers Chris Ruffini and GAO employees on the marijuana issue were both suggested.

September ~~13~~: AGA Leader (Sandra?) ~~September 13~~–Provide free food. "You're invited" cards.

October ~~18~~: Marijuana (Jay Berman) Fraud as a backup here or in February ~~October 18~~

November: ~~16?~~ Webinar (AGA or NGMA) TBD (~~Wednesday November 16?~~)

January ~~10~~: Tax Update (Tina Polf) ~~January 10~~

February ~~7~~: Grant/Contracts/Government Transparency/Budget Assistance from OFM? Fraud? (Need speaker) ~~February 7~~

March: Webinar (TBD)

April ~~11~~: Emerald Award ~~April 11~~

May ~~1 and 2~~: Conference (AGA and WSCPA – AGA National Speaker ~~May 1 and May 2~~)

Create backup list for speakers. Chris Ruffini, etc.

Board Meetings: Keep first Wednesdays. September 7, October 5, November 2, December 7, January 4, February 1, March 1, April 5, May 10. Board Retreat: May 20.

- Membership Recruitment Ideas: Scholarship for student membership, show up at meetings get entered into raffle, outreach in fall to colleges and membership kick off meeting, reach out to our own circles of influence. Co-advertise with other associations. Offer co-sponsored events with other groups/associations. Consider scholarships for CGFM passing, CPE classes, PDT, or other AGA events.
- Community Outreach Activities: Community Service – Gabrielle. Do one social event activity. Build interest over the summer. Event Brite or Survey Monkey. Bus and parking friendly. Mary's Place (Mother w/children day and night shelter). Near and dear to Gabrielle's heart. Maybe sheets, pillows, etc. Gabrielle will check for their needs. Also, food bank. Money goes so much further than donated goods. So maybe a money drive. NW Harvest in the past. Check w/Sandra for needs in her community. Hands-on activity – Gabrielle will come up with some ideas and get back to board. Sam suggested MLK Day of Service or Day of Caring could provide lunch etc.
- Early Career Activities: Sam & Diane will work with colleges.
- Strategies to Include Remote Members was already discussed and Sam will look into it more. Karyn and Mary Ann will research GAO policy on this so will be an ongoing board project.
- Communication List: Want to resurrect non-members list. Karyn will follow up with Tim on list for non-members.
- Good of the Chapter – All
 - Sam suggested creating a checklist for annual to-do items. Board members put together list of items they know need to be done throughout the year, dates and what position is responsible for it. Will check with Sandra to see if she can be the keeper of this list for the year.
 - Sam will organize examples of Strategic plans from other chapters and put together a draft for the board to give feedback. Diane will help as needed.
 - We had 141 attendees at GAAC. Mary Ann will match against our membership list and payment will come when all numbers are in, hopefully in June.

- Gabrielle will send out new board dinner date to all board members from this year (June 23):-
 - Karyn will send out board meetings, including additional meeting August 31st at noon for planning.
- Board retreat was concluded at 1:30pm