

Board Meeting Minutes

AGA Seattle Chapter

GAO – Conference Room, Columbia Center, Floor 28
September 14, 2011

NOTICE
Next board meeting:
Wednesday, October 5, 2011, 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 12:05 p.m.

I. Confirm Approval of Prior Minutes - All

The board members confirmed approval of the August meeting minutes.

II. Treasurer's Report – Pat Bohan

Pat provided the August Treasurer's Report via e-mail prior to the meeting. She pointed out that we have not yet had any expenses for the 2011-2012 program year. We have received our income from the joint conference with the Washington Society of Certified Public Accountants and now have assets of over \$10,000. Interest income for the month was \$3.25. Pat stated that she will investigate moving the 6-month and 12-month certificates of deposit to ones with longer terms in order to achieve a better interest rate. She will talk to our credit union about this when they notify her that the CDs are maturing.

The board voted to approve the budget for the new program year. Pat confirmed that a quorum of the board had earlier approved via e-mail the increased costs for the three meetings to be held at the Columbia Tower Club. She will also check with Rick to determine the annual costs for the chapter web site.

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

- 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 – 2011 Tax Update and Toy Drive
- E. Monday, **January** 23, 2012 -- GAO 28th Floor Training Room – Emerald Award and Food Drive
- F. Monday, **February** 27, 2012 – GAO 28th Floor Training Room – Ken Smith, University of Washington, Topic TBD
- G. Monday, **March** 26, 2012 – GAO 28th Floor Training Room
- H. No luncheon meeting in **April** due to our annual 2-day conference scheduled for April 19 and 20, 2012, location TBD
- I. Monday, **May** 14, 2012 – Columbia Tower Club

Board members discussed speakers and topics for this program year.

Karyn has lined up Sandra Philbrook, a City of Seattle employee and Distinguished Toastmaster, to speak at the **September** luncheon on developing and presenting effective briefings. Karyn will introduce the speaker, and Jessica will pick up the speaker's gift. As an incentive to boost turnout, the board voted to offer the member price to non-members who wish to attend the meeting. Pat will continue taking reservations through noon on Friday, September 16.

Jessica has been coordinating with individuals at the GAO to speak on either writing or audit methodology. She will see if the **October** date will work for their presentation.

Pat stated that the AGA National Performance Management Conference is being held in Seattle from **November** 2-4. There will not be speakers during the lunches at the conference, but the national office has provided two deals for members of the AGA Seattle Chapter. AGA will give members an Early Bird price break of \$295 for the sessions on November 3 and 4, which will provide 14 hours of continuing professional education credits. The other deal is that, for every two Seattle chapter members who sign up and pay at the original price (\$395), we can send a third person for free, which comes out to approximately \$263 per person. Pat said she was not sure who was providing the sessions on November 2, but she said that day was free to people who signed up for the conference and that 6 CPEs would be awarded for that day. The board will confirm with Rick that the chapter can get credit for chapter points since the board worked with the conference committee and arranged for special pricing for this conference.

Jessica will follow up with Tina Polf on her availability to provide the tax update at the **December** meeting.

Pat stated that Rick is looking into the City of Bellevue for the **January** meeting. The city has received recognition for its Service Accomplishment Reports.

Pat said that Ken Smith, a professor who recently transferred from Oregon to the University of Washington, has committed to present at the **February** luncheon. Professor Smith will be speaking at the November conference on performance management, but we do not have his topic for the luncheon.

Sherry stated that Dave Martin, Resident Agent in Charge, Department of Veteran Affairs, is willing to come back this year to speak on another topic. They had initially discussed the May meeting, but Sherry will see if he is available for **March**.

Pat said that GAO will be publishing its 2012 report on unnecessary duplication in the federal government in March. She suggested that this report would be a good topic for the **May** meeting and said she would contact some individuals to provide a presentation to the chapter.

IV. Chapter/Newsletter Points - Rick

The board members did not discuss chapter points at this meeting.

V. Website – Sherry

Sherry stated that Issa will update the Website over the upcoming weekend. Board members decided to include information on the following items:

- September AGA Luncheon – Sherry
- August Board Meeting Minutes – Karyn
- November Performance Management Conference, including the announcement from the AGA National Office about the 3-for-the-price-of-2 special - Pat

VI. Newsletter – September (beginning of year) – Karyn

Karyn said that she planned to produce a newsletter for the beginning of this program year and issue it by the end of September. The board members discussed items to include in this newsletter as well as who would contribute what. We decided the following:

- President's Welcome Message – Sherry
- September Meeting Summary – Tim
- President and President-Elect bios – Sherry and Tim
- Financial Update – Pat
- Information on the November AGA Conference -- Karyn

Karyn will ask Rick to provide information on the chapter points. She requested that everyone provide these inputs to her no later than September 23.

VII. Board Member Vacancy – Sherry

Sherry noted the Krystal Nguyen had resigned her board position in September. As a result, we will need a new Community Service Chair. Karyn offered to ask Rick if he would like to resume the duties of this position. Sherry will contact Mike Razmek about his availability for meetings. All board members were encouraged to ask people from our offices to see if they would be interested in serving on the board.

VIII. Good of the Chapter – All

The board members briefly discussed the following topics:

- **Chapter Plans.** Karyn requested that board members submit their chapter plans to her by Friday, September 23, so that she can send them to the national office by the end of the month. She will send a reminder to the appropriate board members. Sherry stated that she will follow up on the membership plan next week.
- **Early Career Scholarships.** Jessica stated that the chapter will apply to AGA National for the early career scholarships that we can award in early 2012.
- The next board meeting will be held on October 5, 2011, in the usual location (GAO conference room).

■ **Adjourn:** There being no further discussion, Sherry adjourned the meeting at 12:46 p.m.