

AGA Seattle Chapter Board Meeting

701 5th Ave, Suite 3700 – Seattle WA
Call-In Number: 866-819-5976, Passcode: 77199789#

11:45 - 1:00 pm

Tuesday, January 29, 2019

Roll Call of Officers

Member	Title	Present at Meeting
Karen Murphy	President and Professional Development Chair	X
Sam Lord	President Elect, Treasurer, Webmaster, and Early Career Chair	X
Karyn Angulo	Secretary, Historian, Newsletter Co-Editor, and National Council of Chapters Rep	X
Tony Eayrs	Membership Chair and Newsletter Co-Editor	X
Gabrielle Sivage	CGFM Chair and Co-Community Service Chair	
Katherine King	Accountability Chair and Co-Community Service Chair	X
Sandra Starnes	Board Member	X
Ken Smith	Board Member	X
John Kurpierz	Board Member	X

Chapter President Karen Murphy started the meeting at 11:45 a.m.

President Report

Karen M. provided her report on the following topics:

February Training. Because parking is limited at Highline College, as is bus service, the board decided that this training will be held at the GAO regular location and via the website and by phone. Ken Smith and John Kurpierz, who will present the training, will finalize the flyer and send it around to board for approval. Karen M. will distribute the flyer to nearby AGA chapters, except for the Olympia Chapter; Central Washington University (CWU) will distribute the information to the state boards (e.g., School District Association), the legislative committee that works on K-12 issues, and the Olympia Chapter. The flyer will include the URL information for joining the training via computer and by phone. We will request RSVPs for this event, which is currently limited to 200 participants. However, Ken said that we could request more lines if needed. When responding, participants will need to identify if they plan to attend in person at GAO or not, since space in the GAO training room is also limited. Ken also mentioned the article he'd sent to the board members regarding the treatment of an autistic child at a local school. This case raises the question of how schools can take care of their missions if they cannot take care of the children.

Chapter Election. The positions that are required are President-Elect, Secretary, Treasurer, and board members. The chapter needs to establish the nominating committee, which comprises the President, President-Elect, Immediate Past President, and a chapter member. As needed, the board will form committees, identify committee chairs, set up task

forces, etc. Nominations should be due by 1 March, and the vote held after March 31 but no later than April 15. Sam Lord, President-Elect, asked the current board members who was interested in staying on the board and in what capacity.

- **Karen Murphy** – She will be the Immediate Past President. She wishes to stay on the board and continue as the Professional Development Training (PDT) chair.
- **Sam Lord** – He will be the Chapter President but not the Treasurer. He's willing to continue as Webmaster and Early Careers Chair.
- **Karyn Angulo** – She will fill the National Council of Chapters (NCC) and Historian positions. She will also do the Secretary or Newsletter Editor roles but not both.
- **Sandra Starnes** – She is willing to fill the Secretary position if there are no new board members interested in the role. She wants new members on board first.
- **Katherine King** – She offered to be Treasurer.
- **Tony Eayrs** – He will continue as Membership Chair. He is currently swamped at work, so he cannot be the Newsletter Coeditor.
- **Ken Smith** – He will continue as an at-large board member.
- **John Kurpierz** – He is defending his proposal this summer. He would like to stay on the board but not take on any additional duties.
- **Gabrielle Sivage** – She was not present to respond.

Karyn A. said that she would do the newsletters if Sandra takes on the Secretary duties. The board discussed that the missing piece is President-Elect. Ken suggested the board ask Gabrielle if she'd be interested or possibly Tony and Katherine. Board members could take a turn at leading the chapter. We all help and support each other. Sam noted that, as far as technical duties of the President-Elect position go, chapter points are biggest piece. We can keep on looking if no one steps up.

Karen M. asked if we should look outside of the existing board to fill this role, and Sam said that was a good idea but that people may want to get involved at a different level. Katherine asked if there was a recruiting plan for board, and she suggested we could develop an executive shadow position where members could learn board roles and responsibilities. This could get people more comfortable with joining the board. Karen M. added that forming subcommittee roles would help, and we would be sticking to the by-laws with establishing committees, subcommittees, and task forces, as needed. Sam said that a smaller step is to be a part of committees or help with projects that we have not had a chance to work on before.

PDT – Hotel Scholarships. Two people from the chapter can get hotel scholarships for the PDT. The PDT is being held July 21-24 in New Orleans, with the first in-person NCC meeting being held on July 21. PDT costs are \$875 for registration, plus flight. Meals are mostly included. Right now, maybe Karyn and Sam will go. Sandra said she was scheduled to go right now, but her agency's budget is uncertain. She wouldn't need a hotel scholarship. Karyn said she would consider whether or not she could attend and would let the board know before the registration deadline.

President-Elect Report

Board Calendar. Sam said that he had sent out the board calendar last night. He requested that board members look at the calendar between now and the February meeting so that we could discuss it then. He had sent an earlier version for the retreat. This calendar takes what we do on a monthly basis and also lays out the Chapter Recognition

Program (CRP) deadlines, to cover and track what we do during the year. The document also includes the board member/position responsible for each item and notes. He requested the board members look at this calendar and send him any comments and questions.

Lead! 2019 (formerly SLM). The chapter discussed LEAD! 2019 at the last board meeting. Karyn will go as the NCC rep as one of three attendees from the chapters. Sam will go as incoming president. A third person can also go. AGA National pays for everything. Participants arrive on Thursday, and the sessions are on Friday through mid-day Saturday (April 25-27). This is a good opportunity to talk with people from other chapters and National staff. The incoming National Pres is usually there as well. Katherine is in school and has other commitments but may be able to go next year. Tony also said he might be able to go next year but could not go this year due to his agency's reorganization. John said he would not be able to go. Sam said he would check with Gabrielle to see if she were interested in attending. Sandra suggested that anyone who wants to be President-Elect could go. Ken said that we have some members who are active at our events, and he asked if one of them could go. Sam said he would double-check on the rules but thought it was okay as long as they were paid-up members. Ken suggested the nominating committee could approach people about joining the board and offer to send them to AGA-sponsored training this year or in future years.

Awards Nominations. Sam said that it is time for the board to look at our Emerald Award ceremony plus National awards that are presented at the PDT: Accountability, Newsletters, etc., He said he would do more research about the awards nominating committee. It is time to start soliciting nominations from the chapter and from area government entities. Last year was the first time we did an awards ceremony with more than just the Emerald Award for outstanding contributions to the accounting and accountability community. We added two awards last year, and he wanted to know if we wanted to do something similar this year. Sandra said that she liked the awards ceremony we did last year, and Sam agreed that he thought it went well. There have been challenges in getting nominations in the past. Nominees do not have to be in AGA so perhaps the board could reach out to area government agencies. Karyn asked if there was going to be an awards committee. Sam explained that last year's Chapter President, Mary Ann Hardy, sent out the emails, and the committee last year was the President and President-Elect, but the board can make the committee what we want it to be. For now, Karen M. and Sam are the committee, but Sam said he would get more information and send a reminder to the board. There were challenges in the past, but they largely revolved around having award winners as speakers. Because we are no longer requesting that the winner provide a presentation, we have more flexibility now. Karen M. noted that we also need a venue for this year's event. Sam thought the City Hall location worked out well last year. He will look into more about the awards before the February board meeting.

Treasurer Report

December Financials. Sam went through the December financials, which he had provided board members prior to the meeting. There were not a lot of transactions that month. We spent \$25 for parking for the November training event and earned 29 cents in interest. Current balances are \$1,648.37 in checking and \$6,782.38 in savings, for a total of \$8,430.75. Some expenses coming up are the annual non-profit report to the Washington Secretary of State (\$10); the January speaker's lunch; and our domain name registration.

We receive dues payments from AGA National quarterly. They should show up in the January financials. A motion was made to accept the December financials as presented. The motion was seconded and passed unanimously.

Secretary Report

Karyn A. apologized for being late on the December minutes and said she would send them to board members via mail.

Education Discussion

Government Accounting and Auditing Conference (GAAC) Update. Sam stated that he has been participating on the Washington Society of Certified Public Accountants (WSCPAs) committee for this joint event. This year's GAAC will be held on Tuesday and Wednesday, April 30 and May 1. It will be at the airport conference center again, and Ken will be one of our speakers.

AGA Chief Executive Officer Visit. Ann Ebberts, the AGA CEO, will be a speaker at the GAAC. Sam suggested the board set up a breakfast or dinner with Ann. A student event might be challenging, but we could think about doing something along those lines.

CGFM Report

Gabrielle was not present.

Newsletter Editor Report

Karyn A. said she will try to get out the January newsletter by January 31. Karen M. said she will try to complete her summary of the update report by the end of the day on January 30. Karyn said she would insert the flyer for the February training event once it is final and asked Ken and John if they were going to provide an article about their training topic in the January or February newsletter. They said they would provide an article after the event. Gabrielle has provided Karyn with information on CGFM activities.

Membership Report

Tony told the board that the chapter has a total of 61 members. We had three new members in January, and he will send introductory emails to these members. Karyn requested that Tony also include the newsletter editor on the welcome emails so that we can recognize our new members in our newsletter. Tony stated that the annual renewal period is ongoing now through the end of March. There will be a push for renewals for the two months after that. He noted that individuals have to be renewed and active members to participate in LEAD! 2019. Karen M. added that we have a new member who is a CGFM, and she wanted to know if Tony had had a chance to contact her yet. Karen M. said that she and Gabrielle will contact the new member to see if they can get a bio on her.

Community Service Report

Katherine reported that Gabrielle has drafted a survey about having a Day of Service in April. This survey will go out soon. We also had the food drive and Treehouse fundraisers. We plan to do a second food drive either in February or else in March. Sam suggested we include this information on the event flyer and /or in the body of the email with the flyer, as a reminder. People will also be reminded that they can donate funds to the food bank, too. AGA National has a SurveyMonkey account we can use for chapter surveys. The chapter is

considering a CGFM survey, plus the service event survey, but board members should consider things we would like to poll membership about in their areas of responsibility. John did a chapter survey a couple years ago. The chapter could use these smaller surveys to see how SurveyMonkey works and the responses we get.

Early Career Report

Sam reported that there is a student event at Seattle Pacific University on Wednesday, February 13. This will be a panel discussion and chapter members Mary Ann Hardy and Delores Lee are participating in this event. Sam encouraged board members who are interested in talking to students about what they do to join the discussion. We did this event last year for the Beta Alpha Psi student organization, but other students also attend.

Webmaster Report

Sam said that he is renewing the domain name and has nothing else to report at this time.

NCC Rep Report

Karyn A. stated that she had heard from AGA National about this new position and there would be things she needed to do as the chapter's NCC rep. She will put some information in an upcoming newsletter.

Good of the Chapter – All

- ***New Banner/Signs.***

The board had an email discussion on these new signs and what we want to spend. Sam said he would send around an email for approval to spend funds once we figure out what we want. Board members questioned why AGA National suggested white, since we are used to AGA colors being blue. Blue was seen by AGA National as clashing with other palettes, but board members thought white would wear out and stain more quickly.

Karen M. adjourned the meeting at 1:05 p.m.