

Board Meeting Minutes
AGA Seattle Chapter
GAO – Olympic Room, Columbia Center, Floor 27
Tuesday, December 2, 2015
 Prepared by Sandra Starnes

NOTICE
 Next board meeting:
 Wednesday, January 6, 2016, at 12:00 p.m.

Board Member Attendance:

Member	Title	Present at Meeting
Diane MaKaeli	President	✓
Ken Smith	President-Elect	
Sam Lord	Treasurer / Community Service Chair	✓
Sandra Starnes	Board Secretary	✓
Tim Dobler	Newsletter Editor	✓
Mary Ann Hardy	Education Chair / Professional Development Chair	✓
Gabrielle Sivage	CGFM Chair and Webmaster	
Elizabeth Naftchi	Research Chair	
John Kurpierz	Early Careers Chair	✓
Karyn Angulo	Membership Chair/ Historian	
Pat Bohan	Other	✓
Ryan Guthrie	Other	

Upon determining a quorum, the meeting was called to order by Diane MaKaeli at 12:10 p.m.

OLD BUSINESS

I. Approval of Prior Minutes – All

Prior to the meeting, Sandra Starnes distributed updated minutes for the November 9, 2015 board meeting.

The November 9th minutes did not include the committee reports and several changes were recommended. Given that there was a whole section missing Sandra suggested tabling the approval of the November minutes until next month.

II. Luncheon Speakers

Mary Ann Hardy reported we have a speaker for our December 14th meeting, Chris Ruffini, & that a flyer went out. Gabrielle didn't get the room reserved for prior to noon so everyone needs to be there right at noon to help greet people, and there will not be a brown bag lunch prior to the

meeting.

In January we have Tina Polf for our annual tax update, & for February Pierce Murphy has agreed to speak with us. Hopefully GAO's move to the 37th floor in Mid-December will go well and we'll be meeting at our new location.

For March we don't have a speaker yet since at the last month's board meeting we discussed that we might want to invite Marci Woody (Idaho Chapter) to speak at the Tacoma PDT instead of at our March meeting. Mary Ann will contact her to determine which meeting she would like to speak at. If Marci wants to speak at the PDT we'll have a Webinar, but we don't know what the webinar is for March yet.

April is the PDT Training so there will be no specific speaker that month, & May is the Emerald Award Meeting, with no nominee selected yet.

III. Web Site Upgrade

Gabrielle Sivage was unable to participate in today's meeting. The other Web Site Group members, John Kurpierz and Sam Lord discussed progress to date. Gabrielle did confirm that she was ok with the move to Bluehost. There are 2 plans for going forward with space being the main difference so we'll need to determine our space need going forward. Current site is fine with lower space but moving forward we could very well need more space. John said it would be ok to start with lower space and just update once we reach the limit, and Sam agreed that would be the best plan. Starter package is \$4 a month with plus package being \$7 a month. Discussed use of a test site.

John and Sam provided a web site address to look at a proto-type, instituteformbettergovernance.com. Have not received input from Gabrielle to date. Diane & Sandra both liked the way it looked, everyone agreed that we should move forward.

Next step would be to go ahead and create the site so Gabrielle can get a final sense for what this will look like. Once approved we would move the domain over. Board members would have editor accounts so that everyone could post and update things to the website. Diane also stated that she didn't want this to be held up waiting for comments much longer. John is ready to go as soon as we have a new host and have moved the domain over from our current host. Sam will spearhead this so John can move forward on his piece. The site may be down for a short time but Sam will notify us when and approximately for how long this will happen.

John hopes to stay involved with the Seattle Chapter by working on the web-site even after he is no longer in the Seattle area.

IV. Treasurer's Report and Chapter Budget – Sam Lord

Sam provided a summary of the Chapter's financial condition. He just received the November bank statements and we have \$6,040.25 in checking \$2,637.20 in savings and \$4,636.94 in CD's for a total of \$13,314.39. Members of the board had no additional questions. Sandra moved & Tim seconded that the treasurers report be accepted

V. Emerald Award Committee Report

With Ken Smith leaving Diane asked if Tim would head this up this year and he agreed to do so. The subcommittee consists of Diane MaKaeli, Tim Dobler, and Sam Lord. Tim will send an outline of what needs to happen. Pat reminded us that David Hammond was mentioned at the retreat to consider but we still want to put it out to the members for nomination. David no longer works for Puget Sound Transit but is now working at a CPA firm. Tim will forward the email from him regarding his change in position.

NEW BUSINESS

a. Chapter By-Laws

The by-laws were discussed. Chapters charge different amounts from \$0-\$10 but due to our financial condition it was determined that we do not need to increase our dues at this time. Sandra moved and Pat seconded that the Seattle Chapter will charge dues in the amount of \$5 for all categories except lifetime members, who would have chapter dues of \$0. Passed unanimously.

The Chapter By-Laws discussed a policy & procedure manual which no one remembers being done for the chapter. Sandra agreed to look into what other chapters are doing and put something together for the chapter to comment on.

We decided April 15th was a good deadline, and that the nominating committee was ok as written, but we did decide to change terms of committee offices to a one-year term.

Membership & Recognition Year and Program Year should be changed to Chapter & Association year.

Sandra will make the changes and send out to the membership for a vote. Diane wants this vote to be separate from the President Elect vote and Sandra agreed to do this with a time frame for voting of December 14-18, 2015.

b. Vacancy in the President-Elect Position

Call for nominations went out and Sandra will send the ballot out on December 14th. If Diane gets any emails of nominations she will let Sandra know so that she can add any names to the ballot before sending out. Diane has submitted Olivia's name and she is a member in good standing. Mary Ann will be collecting the votes and Diane will certify when she returns on the 28th.

c. **Olympia Chapter Partnership**

Sandra stated she has talked to the Olympia Chapter about partnership with the PDT and they understand that this would not be possible. They would like to have us advertise their ½ day or full day trainings. They just had the 4 hour ethics training in November and will be doing a Data Act conference in May. Tim asked that he be given any flyers so that he could put them in the Sounder and Sandra stated she would be sure to get them to him for inclusion. Pat suggested that we also advertise their events on our web site.

Diane asked if the Olympia chapter is revitalized now and Sandra explained that they have a core group that are putting together CPE trainings but do not have funding for other type of activities. Pat further explained why Olympia's partnership with the PDT would not be possible at this time.

Next step is that Sandra will stay in contact with the Olympia Chapter and bring any trainings and or suggestions for partnership to the Board.

COMMITTEE REPORTS

1. Early Careers Update – John Kurpierz:

No Early Careers update since he has been focusing on Web site and Chapter Points. They do have the member survey ready and sent it out to the Board members for comment prior to sending it out on Survey Monkey, no later than December 9th. Once Sam & John have the comments they will get it out. Sam discussed a possibility of sending out additional shorter surveys on more specific topics after this first survey is sent out. Diane asked about costs and it was mentioned that it max's out at 75 responses before there is a cost so that shouldn't be a problem. They will then gather the responses and make a report at our next meeting. We hope to get the survey out by the 14th and require members to get their responses back prior to Christmas. Sandra will put update on next meeting's agenda

2. Newsletter Update – Tim Dobler

Did get the November Sounder out with a day to spare. Needs usual things like president's column and Liz's bio. Also would like an article from John. Diane mentioned that Ken might use the president column to do a parting letter. Diane asked John to check with Ken and get back to her, if he isn't going to submit a parting comment she will write something. Tim asked about an updated point schedule and John thought he wouldn't get it updated until the end of the month for the January Sounder. Tim will include a write up on the Toy Drive & the Food Drive with pictures.

3. CGFM Update – Gabrielle Sivage

Gabrielle was not present but Diane had several people express interest in starting a study group starting March or April of next year. John commented that if there was renewed interest he would help get one set up. Diane talked to Kim at the PDT and she would help us with a plan.

4. Community Service Update – Sam Lord

Sam let everyone know that he would be doing the toy drive in December and then a food drive in January. Mary Ann will add to the luncheon flyer that attendees are encouraged to bring a donation to the luncheon.

He also got the opportunity of Sandra's free tax site in the Sounder for members to consider participating in.

He's been in touch with national group Future Business Leaders of America (FBLA) about future opportunities to volunteer. Next year he plans to look at other opportunities that we may want to get involved in.

5. Membership Update – Karyn Angulo

Karen says she is working her way through the new people. Mary Ann knows there were two new folks who joined in November. One was from Kitsap asking about remote attendance to our meetings and was told this is something the board was working on. Olivia was the other November new member.

Good of the Chapter - All

Diane will not be at the December meeting and asked that someone else do the welcome and introduction of our speaker.

Action Items - All

- **Mary Ann Hardy** to develop methods of improving AGA visibility and recruitment opportunities at the next GAAC.
- **Karyn Angulo** will coordinate access to GAO facilities for board and general meetings.
- **Tim Dobler** will head up the committee to vet the recommended Emerald Award nominee and look for other nominees as necessary.
- **Gabrielle Sivage, Sam Lord and John Kurpierz** will proceed with moving our website over to Bluchost and then getting it up and running.
- **John Kurpierz & Sam Lord** will send out membership survey and provide a summary of responses.
- **Sandra Starnes** will stay in contact with the Olympia Chapter and provide CPE flyers for advertising to our members
- **Karyn Angulo** will review the membership lists and contact new members via email.
- **John Kurpierz** will update the Chapter points
- **Sandra Starnes** will issue notes for the November & December board meeting.

- **Mary Ann Hardy** will contact Marci about speaking at our PDT or the March Meeting
- **Sam Lord** will research other community service opportunities for our chapter
- **Sandra Starnes** will send out the By-Laws for Board & Membership approval

Adjourn: There being no further discussion; Diane adjourned the meeting at 1:15 p.m.