

Board Meeting Minutes

AGA Seattle Chapter

GAO – Conference Room, Columbia Center, Floor 28
November 16, 2011

NOTICE
Next board meeting:
Wednesday, December 7, 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 Rick at 12:03 p.m.**

I. Confirm Approval of Prior Minutes - All

Rick Osborn, immediate Past President, presided over the meeting. The board members confirmed approval of the September meeting minutes. No board meeting was held in October.

II. Treasurer’s Report – Pat Bohan

Pat provided the October Treasurer’s Report via e-mail prior to the meeting. She pointed out that the Columbia Tower Club had charged over \$600 (\$685.13) for the September luncheon. We had 16 people at this luncheon, including the speaker, which was a high per capita cost. However, we had run a special price for members and non-members, accounting for the reduced revenues for the meeting. The cost of meals for the October meeting in the GAO Training Room was \$57.89 for 4 people, so we made \$2.11 in revenue at that meeting.

The interest rates on our savings account and certificates of deposit continue to decrease, and we earned less interest in October (\$3.00) than we had in September. Pat also stated that AGA National now does electronic deposits of dues, and we received \$60 in dues in October. Although the chapter has not yet received the Early Career Membership Scholarship funding, Jessica stated that the money has been approved by AGA National. The board then voted to approve acceptance of these funds and to have Jessica complete a flyer for the Early Career Membership Scholarship campaign, which will be distributed in December.

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 -- Kathleen van Gelder, "How to Turn 300 Pages of Data Into a 30-page Report"
- 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 – Christina Polf, "2011 Tax Update" and Toy Drive
- E. Monday, **January** 23, 2012 -- GAO 28th Floor Training Room – Rich Siegel, Emerald Award and Food Drive, Topic TBD
- 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 – speaker/topic TBD
- 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 – GAO presenter with update on duplication mandate work

Board members discussed speakers and topics for this program year.

Tim and Jessica attended the AGA National Performance Management Conference in *November*, which had over 150 participants.

Jessica confirmed that Tina Polf is available to provide the tax update at the *December* meeting. As of now, there is not much to update for the upcoming tax season because nothing has passed Congress yet. Tina will prepare a discussion on issues that have come up in previous years. Pat suggested she cover some of the following topics: tax treatment of cost basis, home sales, and revenue for debt forgiveness and the need for receipts for charitable donations (simply providing a canceled check is no longer sufficient). This topic will be eligible for continuing professional education credits for certified public accountants but will probably not meet Yellow Book CPE requirements for participants. This meeting will also include our annual toy drive, and attendees will be asked to bring new, unwrapped toys that will be provided to a local charity.

Rick has confirmed that the City of Bellevue will be the recipient of the chapter's Emerald Award for its efforts to improve financial and administrative practices, policies, processes and systems in support of government accountability and transparency, particularly through its Service Accomplishment Reports. Rich Siegel, the Performance & Outreach Coordinator in Bellevue's Finance Department, has agreed to accept the award and provide a presentation at the *January* meeting. Rick will contact Rich to get his bio and the title of his speech.

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. He also spoke at the November conference stated above. She will contact him in January for his bio and the title of his speech.

Sherry was checking with Dave Martin, Resident Agent in Charge, Department of Veteran Affairs, to confirm his availability to speak at the *March* meeting. Karyn will follow up on this with her. Tim brought up the possibility of asking a person from the Office of General Counsel at the Department of Homeland Security to provide a presentation as a back-up plan. Another possibility is to contact an actuary company that provides

speakers on different topics, such as the viability of retirement programs with defined benefits. Rick mentioned that former board member Robert Gray, now on the Port Townsend City Council, might be willing to discuss transparency and accountability from the perspective of someone who has transitioned from accounting to politics.

The annual conference is scheduled for *April* 19 and 20, 2012, but the WSCPA Committee is still deciding on the location. Pat stated that ethics will no longer be included as one of the topics because it is not a government-related CPE, and there are many webinars and other venues available for getting this training.

Pat said that GAO's Regional Manager will identify a speaker to provide a presentation on the agency's 2012 report on unnecessary duplication in the federal government at the *May* meeting.

IV. Chapter/Newsletter Points - Rick

Rick stated that the next points are due to AGA National on December 31. We are in reasonably good shape now with 3,000 points so far.

V. Early Career Scholarships - Jessica

Jessica stated that the chapter will receive \$175 from the national office for the Early Career program, so the board members discussed how to use the funds this year. Previously, the chapter has provided a paid membership and free meals at the luncheons for scholarship recipients. The board approved offering a free meal at the December luncheon (\$30 value) and free AGA Early Career membership (\$45 value) for three eligible individuals. Applicants will not have to be members prior to the December luncheon, and the board will select the winners through a random drawing at the December board meeting. Jessica will develop a flyer announcing the scholarships, circulate the draft among the board members, and send the finalized flyer to mailing list recipients and chapter members and ask them to post it at their workplaces.

VI. Newsletter – Fall Issue – Karyn

Karyn said she would like to produce a newsletter prior to the next luncheon, and she asked for submissions to be sent to her by November 22. Board members will provide the following items:

- President's Welcome Message – Sherry
- October Meeting Summary – Karyn
- President bio – Sherry
- November AGA Conference Summary – Tim and Jessica

VIII. Good of the Chapter – All

The board members briefly discussed the need to increase chapter membership and member participation in our activities. Potential sources of new members are local inspectors general offices and state and local audit organizations.

■ **Adjourn:** There being no further discussion, Rick adjourned the meeting at 12:53 p.m.