

**Board Meeting Minutes**  
**AGA Seattle Chapter**  
**GAO – Olympic Room, Columbia Center, Floor 27**  
**Wednesday, October 7, 2015**

Prepared by Tim Dobler

**NOTICE**  
**Next board meeting:**  
**Monday, November 9, 2015, 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	✓

**Welcome:** Upon determining a quorum is present, the meeting was called to order by Diane Makaeli at 12:04 p.m.

**OLD BUSINESS**

**I. Approval of Prior Minutes – All**

Prior to the meeting, Tim Dobler distributed updated minutes for the September 2, 2015 board meeting.

The September 2 minutes contained changes recommended by Board members. One additional typographical error was noted. Board members voted to approve the minutes as amended (motion to approve by Diane MaKaeli, seconded by Sam Lord, and passed unanimously).

**II. GAAC Expenses & Income**

Sam Lord reported receipt and deposit of a check for \$3,719.62 from the Washington Society of Certified Public Accountants, representing our share of the proceeds of last April's Government

Accounting & Auditing Conference. Sam also stated he received a breakdown of how our share of the net profit was calculated. Copies of the breakdown were previously provided to prior WSCPA out-going coordinator Pat Bohan and current coordinator Mary Ann Hardy, neither of whom objected to the calculations or results. Sam offered to provide a copy to other board members as requested.

### **III. Luncheon Speakers**

Mary Ann Hardy reported speakers remain to be found for November and December.

Mary Ann agreed to pursue subscribing to the AGA sponsored webinar for November. The webinar will be on Wednesday, November 4, which is the day we ordinarily have our board meeting. Mary Ann recommended we switch our board meeting to Monday, November 9<sup>th</sup>, since we already have the GAO room reserved.

Grabielle Sivage agreed to request Christ Ruffini, Manager, Finance Division, Seattle Department of Transportation, to be our December speaker.

### **IV. Web Site Upgrade**

Grabielle Sivage and John Kurpierz agreed to coordinate efforts to identify our website requirements and seek proposals from commercial firms to provide the services.

### **V. Treasurer's Report and Chapter Budget – Sam Lord**

Sam provided copies of a printout showing the financial activity and current condition of our chapter as of the end of September. He included in the statement all line items having activity in recent years and discussed each line item. Sam also provided a 2015-2016 budget of revenues and expenses along with the board member whose position is associated with each budget item.

Discussion of the statements

Ken Smith commented that a footnote may be appropriate to disclose why there appears to be about \$10,000 difference between results of operations for 2013 and 2014. Sam noted the change is due to WSCPA sending us our share of proceeds for the GAAC in different calendar years. If we used an accrual method the variance would be less extreme. Sam agreed to explain the issue by footnote.

Board members recommended some changes in the board position to be associated with the various budgeted cost and expense categories. Sam said he would make changes and resubmit the schedule.

Diane MaKaeli asked for a motion to accept the September 2015 financial statements as presented and the budget amounts with suggested changes. Ken Smith so moved and Ryan Guthrie seconded the motion. The motion passed unanimously.

## **VI. U of W Speaking Engagement**

Diane MaKaeli said she will make a presentation and report back to the board.

## **NEW BUSINESS**

### **Chapter By-Laws**

Sandra Starnes was not available to make a report. Item is postponed to next month.

## **COMMITTEE REPORTS**

### **I. Early Careers Update- John Kurpierz.**

John said there are no on-going outreach programs currently.

### **II. Newsletter Update – Tim Dobler**

Tim requested help in completing the October SOUNDER.

Ryan Guthrie agreed to provide a biographical sketch and photo.

An Email invitation was sent to the membership for the October general meeting. Tim will incorporate the notice into the SOUNDER.

Tim Dobler noted that the new Chapter Philosophy should be included in the October SOUNDER. The article was inadvertently left out of September's edition.

Diane mentioned that the SOUNDER should go to AGA regional and national officers.

Date of publication of the October SOUNDER remains to be determined.

### **III. CGFM Update – Gabrielle Sivage**

Ken Smith and Gabrielle discussed developing and presenting programs designed to prepare participants to take the CGFM test. Ken believes classes could begin next year.

### **IV. Community Service Update – Sam Lord**

No new information is available regarding Community Service..

### **IV. Education Update – Mary Ann Hardy**

Mary Ann had to leave the meeting early. No report provided this month.

### **V. Membership Update – Karyn Angelo**

Karyn was not able to attend today's meeting. Since Karyn was unable to attend, she contacted Mary Ann before the meeting and asked her to convey to the board that she would review the membership lists and contact new members via email.

## **VI. Good of the Chapter - All**

**The meeting was closed without further discussion.**

## **VII. Action Items - All**

- **Ken Smith and Mary Ann Hardy** to develop methods of improving AGA visibility and recruitment opportunities at the next GAAC.
- **Sandra Starnes** will provide a Chapter By-Law update.
- **Mary Ann Hardy** will register the chapter for the November 4<sup>th</sup> AGA Webinar.
- **Karyn Angulo** will coordinate access to GAO facilities for board and general meetings.
- **Ken Smith** will form a committee to vet the recommended Emerald Award nominee and look for other nominees as necessary.
- **Gabrielle Sivage and John Kurpierz** will search out a company to update our website.
- **Sam Lord** will issue a 2015-2016 Budget changes discussed during the meeting.
- **Tim Dobler** will issue the September SOUNDER with input from Sam Lord, Mary Ann Hardy, Ken Smith and Karyn Angelo.
- **Tim Dobler** issue notes for the October board meeting.

**Adjourn:** There being no further discussion, Diane adjourned the meeting at 1:32 p.m.