

Board Meeting Minutes
AGA Seattle Chapter
GAO – Conference Room, Columbia Center, Floor 27
December 7, 2011

NOTICE
Next board meeting:
Wednesday, January 4, 2012, 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 approved the November meeting minutes.

II. Treasurer’s Report – Pat Bohan

Pat was not able to attend the meeting. She will provide board members the November Treasurer’s Report via e-mail tomorrow.

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.

Jessica is coordinating the logistics for the speaker at our **December** meeting, Tina Polf. So far, 15 people have signed up for the luncheon. Jessica will count the number of toys for inclusion in the newsletter, and Tim will drop off the toy donations at the Toys for Tots bin in his building.

Rick has sent a follow-up e-mail to Rich Siegel, the Performance & Outreach Coordinator in Bellevue's Finance Department, regarding the City of Bellevue's selection as the recipient of the chapter's Emerald Award and his presentation at the **January** meeting. He will have Rich contact Pat and Karyn for logistics support for this luncheon since it will be held in the GAO Training Room. Karyn said that Pat will be ordering the Jones Soda soon.

Ken Smith, a University of Washington professor, will present at the **February** luncheon. As noted in the November minutes, Pat will contact him in January for his bio and the title of his speech.

We are still in the process of verifying the speaker for our **March** meeting. Sherry is checking with Dave Martin, Resident Agent in Charge, Department of Veteran Affairs, to confirm his availability to give another presentation to the chapter. The board members decided that we should have a confirmed speaker by the end of January, and they will discuss this again after the December luncheon next week. Tim and Rick reiterated that they have identified three potential sources of back-up speakers that they could contact should the need arise. Karyn will follow up with Sherry on the status of the speaker's availability.

There was no update on either the annual conference, scheduled for **April** 19 and 20, 2012, or the **May** meeting.

IV. Chapter/Newsletter Points - Rick

Rick stated that the next points are due to AGA National at the end of December.

V. Early Career Scholarships - Jessica

Jessica updated the board members on the status of the early career scholarships for this program year. She said she had received four inquiries, three of them from people who were interested in becoming members. Jessica noted that the chapter had previously provided funding for individuals who had fewer than three years of total work experience, not just government work experience. All three of these individuals have fewer than three years government experience, but one does not have fewer than three years of total work experience, making that individual ineligible for the early career membership rate. Additionally, another of these individuals cannot make the December luncheon but would still like to join.

We are receiving \$152 from AGA National scholarship funding. The chapter is making up any difference to cover the costs of the early career scholarships. Jessica proposed that the chapter spend \$195 for three

scholarships in the following way:

- | | |
|---|-------------|
| • Two full Early Career memberships at \$45 each - | \$90 |
| • One partial membership (Early Career equivalent) - | \$45 |
| • Two meals for the December luncheon (non-member rate) - | <u>\$60</u> |
| Total | \$195 |

Under this proposal, Jessica suggested thanking the individual who has more than three years in total work experience not in government work for applying for the scholarship and offering funding from the Seattle Chapter equivalent to the early career membership rate of \$45. This will offset the individual's cost of joining at the full membership rate of \$90. Additionally, the chapter will cost out the free lunches for the December meeting at the non-member rate of \$30 each (\$60 total) because the applicants will not be AGA members by the time of the meeting.

The board members discussed the proposal and asked what would happen if the applicant offered the partial scholarship did not end up joining AGA, and they raised the possibility of offering another scholarship in January if one of these applicants falls through. Jessica explained that AGA National allows chapters to use these membership funds as they wish, and chapters must report to the national office by mid-January on how they used the funds. Additionally, whatever funds the chapter does not use will be returned to AGA National. Jessica will confirm the deadline for doing so. Finally, the members discussed offering a free box lunch (\$15 value) at the January meeting for the applicant who could not attend the December luncheon.

After these discussions, the board members voted to approve the following:

- We will offer early career scholarships to all three individuals who replied to our membership offer, providing \$45 toward each person's membership dues.
- For the individual who cannot attend the December luncheon, we will provide a complimentary box lunch for the January meeting. This will cost a total of \$210--\$152 of the funds coming from AGA National and the remaining \$58 from the AGA Seattle Chapter.
- If anyone declines the scholarship funding, we will hold the money until we find out the closing date and will potentially offer an additional scholarship opportunity in January. Otherwise, we will return any funds that are not used by the deadline to AGA National.

Once applicants accept the scholarship offer, they fill out the application and provide it to Pat. Pat will send in the applications with a check from the chapter. Jessica will be sure to include Pat on her correspondence with the applicants. [Note: After the meeting, Jessica contacted the three individuals, and all three confirmed that they wish to be members. Further, the individual who cannot attend the December luncheon accepted the offer of a complimentary meal at the January meeting.]

VI. Newsletter – December Issue – Karyn

Karyn said she would like to produce a newsletter sometime during the week of December 19. She asked for submissions to be sent to her by December 15. Board members will provide the following items:

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

VII. Good of the Chapter – All

The board members present confirmed their availability for the next board meeting, to be held on Wednesday, January 4.

■ **Adjourn:** There being no further discussion, Rick adjourned the meeting at 12:35 p.m.