

AGA Seattle Chapter Board Agenda

Call In Only Meeting

Call-In Number: 866-524-7918, Pass Code: 88230509#

Noon-1:30 pm

Wednesday, February 3, 2016

Member	Title	Present at Meeting
Diane MaKaeli	President	✓
Olivia Brezsko	President-Elect	✓
Sam Lord	Treasurer / Community Service Chair	Excused
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	Excused
Karyn Angulo	Membership Chair/ Historian	✓
Pat Bohan	Other	Excused
Ken Smith	Other	

- Roll Call of Officers

Welcome: the meeting was called to order by Diane MaKaeli at 12:04 p.m. Subsequent to opening the meeting, Diane determined a quorum was present before any motions were considered.

- Old Business

Approval of prior minutes

Karyn Angulo noted the name of new member Danel Phelps was misspelled in the minutes. No other corrections and or changes were noted.

Diane MaKaeli called for January 2016 minutes be approved with the Angulo change. Karyn so moved. Tim Dobler seconded. All present voted. Aye.

Diane noted the January minutes are approved.

- Luncheon Speakers

Mary Ann Hardy stated that speakers are lined up for the rest of the chapter year. Next luncheon will be on Monday, February 8 at the GAO offices. GAO staff will provide escorts if necessary from the elevator lobby to the training room.

Mary Ann noted that GAO staff member Dolores Lee gave up her lunch break during the January meeting. Since Dolores is not an AGA member, and did render a valuable service, Mary Ann recommended we waive Ms. Lee's \$5 non-member fee to attend the February meeting.

After discussion, the board agreed to waive Ms. Lee's fee.

The Board noted that Mary Ann is devoting considerable time and incurring costs in the organization of the joint conference with WSCPA to be held in Tacoma next April. Diane M said the board had previously voted to cover Mary Ann's registration cost will be \$395. No further discussion was required on this item.

Mary Ann said she will check to see the availability of the Columbia Tower Club to hold the Emerald Award luncheon for Mr. Hara on May 9, 2016.

- Web-Site Update

Diane received information from Sam Lord, who was not able to attend the meeting.

AGA TOPICS Magazine included the address of our old website. Diane said it would have been nice to have a heads-up from National that they planned to feature the chapter. She discussed the issue with Sam and it is unknown if the link will forward to the new website.

Board members were asked to examine the new web site and provide feedback to Sam. The results of the examinations will be discussed next month.

- Treasurer's Report

Diane received information from Sam Lord, who was not able to attend the meeting.

Board members received copies of the January treasurer's report. No changes were recommended.

Sandra Starnes moved that the treasurer's report be accepted as submitted.

Mary Ann Hardy seconded the motion.

Diane called for a vote. All voted Aye.

Tim Dobler said he will include the January report in the February SOUNDER.

- Emerald Award Committee

Tim Dobler reported Lloyd Hara agreed to accept the Emerald Award and speak at the presentation lunch. Tim will follow up with Lloyd Hara when the room is confirmed.

- Membership Survey

John Kurpierz was not present to discuss the results of the survey. Diane recommended all board members complete the survey and encourage colleagues to do the same.

- Chapter Points

Olivia stated she will update the spreadsheet on National AGA's website. Olivia encouraged board members to let her know any events that might impact our point accumulation.

Olivia said she would give Tim a copy of the latest figures for updating the SOUNDER's report.

- New Business

- **Professional Development Training Scholarships July 17-20 Anaheim, CA**

Seattle Chapter has two scholarships to assist in the costs of our members attending the PDT. The chapter also traditionally defrays the costs of the president-elect or other board members costs of attending.

Sam Lord is planning on attending. Olivia expressed an interest in attending. Job requirements may prevent taking the time off, however.

Sandra commented that as incoming Regional Vice President, she will be attending the PDT. Sandra stated that she her costs are being covered and Diane stated that she will also be attending and has reserved a hotel room

A final decision on awards was tabled until the next board meeting.

- **Sectional Leadership Meeting, May 5 - 7** Salt Lake City Utah

Sam Lord previously expressed an interest in attending the meeting. The Seattle Chapter will receive a scholarship for attendance.

Karyn moved that Sam be awarded use of the scholarship to attend.

Sandra seconded the motion.

All voted Aye.

Sandra commented that as incoming Regional Vice President, she will also be attending the SLM.

- **Early Board Retreat**

The board consensus is to hold the retreat earlier in the year than last time. Gabrielle will research possible retreat locations and report back to the board. Preferred dates from present board members were May 14, 15, 21 or 22nd.

- **Committee Reports**

- **Early Careers Update – John**

John K was not able to attend today's meeting.

Mary Ann mentioned that GAO may have a job announcement.

Tim D said that Elizabeth Naftchi provided him with information on an opening expected at HHS.

Mary Ann recommended the SOUNDER include a reference to the Federal job site usajobs.gov. Tim D said he would include a reference.

- **Newsletter Update – Tim**

Tim commented that the January newsletter was issued January 30, thus meeting the requirement to issue within the month.

Karyn agreed to provide a bio for the February issue, she also offered to supply photos for inclusion in the newsletter.

Diane suggested we also include a bio on a new member in future editions of the newsletter.

- **CGFM Update – Gabrielle**

Gabrielle is working on developing a study group.

- Community Service Update – Sam

Sam wasn't able to attend today's meeting.

A suggestion was made to have a booth at the March Public Service Career Fair, UW on March 21st. Karyn and Diane will see if they can cover parts of the time and Diane will talk to Sam to see if he can help there as well. This will be further discussed at our February meeting.

It was noted that our chapter is low on promotional items (pens, brochures). Tim said he would contact AGA National and request more stuff. Mary Ann agreed to have materials sent to her office at GAO. Pat has an AGA banner that can be used.

Olivia said she is maintaining our Chapter Points spreadsheet. She requested anyone who has community service hours tell her and she will update the Points spreadsheet.

Sandra and Tim are working at VITA sites. They agreed to provide hours worked to Olivia.

Sandra will do a write up on the upcoming NW Epilepsy Walk/Fundraiser.

- Membership Update – Karyn

Karyn said she is not aware of any new members since the last report.

Per Mary Ann's suggestion, she will write a short blurb for the newsletter reminding members that renewals are coming up and that one member benefit is savings on the annual Governmental Accounting & Auditing Conference (GAAC) the chapter co=sponsors with the Washington Society of Certified Public Accountants (WSCPA).

- Good of the Chapter – All

Diane said Sam suggested we look at developing a Strategic Plan for the chapter and consider incorporating and standardizing the chapter plans that we are required to submit. Karyn, Sandra, Diane and Olivia agreed to participate on a Strategic Plan subcommittee with Sam.

Olivia mentioned that University of Washington is hosting Accounting Seminar with Stephanie Grant from University of Illinois on February 12 from 3:30 to 5:00 pm. Members are encouraged to attend.

Tim said if the next SOUNDER goes out prior to the 12th, he will include mention of the conference.

- Action Items – All

- Mary Ann will check to see the availability of the Columbia Tower Club to hold the luncheon for Mr. Hara.

- Board members were asked to examine the new web site and provide feedback.

- Items to be included in the SOUNDER

- January Financial Report.

- Updated Chapter Points schedule.

- Include job openings and refer to usajobs.gov

Karyn Angulo will provide a bio.

February 12th Accounting Seminar will be advertised if issued in time.

- All board members complete the survey sent out by John K, and encourage colleagues to do the same.
- Olivia stated she will update the spreadsheet on National AGA's website.
- Gabrielle will conduct initial research for 2016 Board Retreat location and report back to the board regarding options.
- Board item: Finalize distribution of funding for PDT and SLM attendance.
- Tim will contact AGA national and request promotional items.
- Strategic Plan format will be developed with the assistance of Sam, Karyn, Diane, Sandra, and Olivia.