

# AGA Seattle Chapter Board Meeting

701 5<sup>th</sup> Ave, Suite 3700 – Seattle WA  
Call-In Number: 866-615-0722, Pass Code: 58397656#

11:45 - 1:00 pm

Tuesday, January 23, 2018

## Roll Call of Officers

Mary Ann Hardy	President and Professional Development Chair	X
Karen Murphy	President-Elect	
Diane MaKaeli	Past President and Education Chair	
Sam Lord	Treasurer, Webmaster, and Early Career Chair	X
Karyn Angulo	Secretary and Historian	X
Tim Dobler	Newsletter Editor	
Tony Eayrs	Membership Chair	X
Gabrielle Sivage	CGFM Chair and Community Service Chair	
Sandra Starnes	Board Member	X
Ken Smith	Board Member	X
John Kurpierz	Board Member	X

Mary Ann Hardy opened the meeting at 11:50. The board switched the discussion agenda around to accommodate members' schedules.

## Membership Report

Tony reported the chapter received three new members in December. He has provided this information to Tim Dobler for the newsletter. Tony noted that there may be a glitch in the system because he's also receiving renewals that are showing up as new members. He will check with AGA National to see if there's a glitch happening.

## Treasurer Report

Sam Lord provided the December financials via email before the meeting. He also noted that there was a correction for the November financial statement, and he referred board members to the email he'd sent. He explained that, in November, there was an understatement on the checking account balance and one other number was slightly off; the spreadsheet has been corrected. Sam then gave the financial overview for December. Total assets are \$9,299.03, which includes \$1,561.87 in checking; \$3,066.31 in savings; and \$4,670.85 in the 12-month certificate of deposit. Expenses included the AGA National webinar costs and lunches; income included lunch revenues and interest.

Sam brought up a question regarding the CD, noting that the chapter can probably make it through the program year if we keep the money in the CD. He said he would look at the interest it is making, adding that it makes up the bulk of the interest we receive (\$1.34). He said he would look at options but proposed taking the money out of the CD for now, rolling it into the savings account and then discussing what to do at a later date. A motion was made to not reinvest the CD when it becomes due in February. The motion was seconded and passed. Sam also thanked the board members for confirming their addresses for the

Washington Secretary of State filing. He will submit the filing this week. The next milestone is submitting the IRS Form 990, which can be filed after March 31st. A motion was made and seconded to approve the December financial reports. The motion passed.

### Secretary Report

Karyn Angulo provided the November meeting minutes to the board prior to the meeting. She is still working on providing the October and December minutes and said she would submit them via email for members to review. A motion was made and seconded to approve the November minutes, and the motion passed.

### President's Report

**Awards Program.** Mary Ann Hardy announced that chapter member Michael Jacobson had received an award from AGA National—Excellence in Government Leadership—and he had requested that the chapter present the award in Seattle. AGA National will send the award to Mary Ann for our Emerald Award Meeting. Mary Ann said that the chapter needs to solicit nominations soon for our chapter awards. She and President-Elect Karen Murphy form the committee that is accepting nominations for the Emerald Award and possibly an early or mid-career award. Mary Ann said that she recommends doing an early career award only, and her proposal for the chapter's annual Emerald Award luncheon is that we present the Emerald Award, the AGA National award, and one other award. The committee will continue to work this. The committee is thinking of moving away from using the Columbia Tower Club for the Emerald Luncheon and is looking at other potential venues. Karen is researching the possibility of the chapter holding the May luncheon at the Bertha Knight Landes room in City Hall.

**Position Descriptions.** Mary Ann reminded the board members that good position descriptions are needed for succession planning aids. She reminded board members to job down their ideas and turn them in to Karyn to consolidate before the next board meeting.

**Sectional Leadership Meeting.** Mary Ann reminded people of the upcoming SLM from April 19-21. Sandra Starnes will be attending in her role as Regional Vice President, but the chapter can send two people to the training. The board agreed that this is a good opportunity for board members. Karyn and Karen went last year, so members agreed to provide this opportunity to board members in the following order: (1) Tony will check to see if he can go; (2) Gabrielle Sivage (not present); and (3) John Kurpierz (not present at this part of the meeting, but Ken Smith suggested checking with him).

### President-Elect Report

Karen was not present to provide an update.

### Education Discussion

Ken Smith will provide the February presentation, and he said he was excited to do it. He will be giving a presentation at the Olympia Chapter's luncheon on March 15<sup>th</sup> luncheon entitled, "An Audit or Auditor is Not Enough – Modern Risk Model for Risk Control. This is a half-day presentation that he can tailor to the Seattle Chapter's needs. He first covers rhetoric and language regarding how we talk about financial controls and then covers modern neuroscience and how minds work. He offered to do a short version for the February luncheon. He has been talking to his accounting students about integrity and risk, and, since we are trying to provide topics relevant to the Certified Government Financial

Manager (CGFM), he can align the topic with the CGFM. Gabrielle and Diane MaKaeli have been working to align meeting topics with the CGFM, and members agreed that, to the extent we can offer luncheon topics as CGFM preparation, it would be helpful. Ken said he would reach out to Gabrielle and Diane and double-check with them. He thought leading a panel would be a challenge for this presentation, given his workload and the coordination required. Mary Ann said that Gabrielle, who gave the November presentation, had slides with the study guide materials and gave examples from her own experiences. Mary Ann said that she typically sends the flyer out two weeks before the luncheons. Ken agreed to provide the title by January 31 and email any slides to Mary Ann by the day before the luncheon.

Karyn asked if the chapter is losing people at the luncheons because of the \$5 charge to non-members. Although Tuesday seems to be a better day for meetings, we are still having low attendance at some luncheons, such as the recent January meeting. Mary Ann said it could be promotion of the events, costs, or even telework that is impacting attendance. Sam noted the logistics of getting to meetings can be challenging, even for people working in the same building since they need to seek permission from supervisors and have flexibility in their schedules. He also suggested there are groups the chapter has not reached. For some people cost may be an issue. Sam said that when we broadcast webinars, we could charge people or use it as a benefit of membership. Karyn suggested the chapter might want to consider pushing back the tax update to later in January. Mary Ann asked Sandra Starnes for the regional vice president's perspective. Sandra said that it varies by chapter. For example, the Olympia Chapter does not charge for webinars because it is using space where they cannot charge. However, for their half-day training, they do charge. The Nevada Chapter has a minimal charge for its activities. Tony said he could get try to get the word out beyond existing members. Mary Ann noted that Gabrielle forwards messages to some people outside of the chapter. She suggested that we add an item to the agenda for the next meeting about how to promote the chapter. Karyn said that we did have a spreadsheet years ago where we tracked the emails and contact information for individuals beyond the chapter—guest speakers, former members, etc.—that we could try again to use as a mailing list for flyers and the newsletter.

#### Newsletter Editor Report

Tim Dobler was not present to provide an update.

#### CGFM Report

Gabrielle was not present to provide an update on the CGFM pricing schedule for continuing professional education.

#### Community Service Report

There is no update on community service. However, Mary Ann noted that there had been a problem with the AGA link on the Sound Generations website. She will ask Gabrielle if this has been addressed.

#### Early Career Report

Sam said there was not a lot to report on early careers. He will send out emails with Beta Alpha Psi (BAP) contacts at local colleges. He can provide the federal perspective, including his agency, at meetings with BAP chapters. Sam said that evening sessions are preferred because scheduling during lunchtime is challenging. He said he would prepare a

list of possible days and schools for the board. He is working to reach out to accounting clubs and faculty to get the word out to students.

### Webmaster Report

Sam said that he has not heard anything else from AGA National on upcoming website upgrades. We did our last webinar using the new software, and it looks like some webinars we'll be able to do but others not. He suggested we test on a smaller group outside of the board meeting to see how it works to sign up, log in, etc. GoToMeeting is expensive, and whether it will be worth the cost will depend on how much we will want to use it. The challenge is what to charge participants and how to collect money virtually. It would be nice to be able to offer online payments but if meetings will be free in general, this will not be an issue. The Emerald Award luncheon may be a good date to aim for. Mary Ann suggested Sam do more research and then we'll set a date for the test group at the next meeting. Sandra mentioned that she would love to participate in the tests.

Ken mentioned that he had just bought a personal Zoom webinar account that he would be happy to let AGA use. It can handle up to 100 participants and has a recording capability. He sets up the laptop, which provides the screen and sound, and he would be happy to offer its use for his upcoming session. Sam agreed that this was a good idea and that Zoom was another option he was looking at. Mary Ann said she would offer up her phone as a mobile hot spot. Ken said he'd also used his phone as a tethered hot spot. Sam and Ken will do a pilot test. They will need to download the proprietary reader, which takes about five minutes. The system has a phone feature (conference calls, sound only) so the presenter does not have to share the webpage. There's a chat box function, too. Ken mentioned there's a separate program called "Poll Everywhere" that is common with professors and students that enables the presenter to do 3-4 polling questions that provides the ability to keep attendance. We could also audit attendance by having the person running the presentation tell participants to remain on camera.

Karyn asked if we would mention the test of the program on the flyer. Ken responded that he was not worried about how the system would work. He has used it several times before, plus we can record the presentation live then send a movie for people to view at another date. Mary Ann said she will draft the luncheon flyer, working with Ken to get the necessary information for it.

### Good of the Chapter – All

Mary Ann – The location for this year's Professional Development Training will be a conference center at in SeaTac on April 30 and May 1. Jim Arnette, AGA National President, will be a speaker. The membership lists for the AGA chapters in the Northwest have been sent to the Washington Society of Certified Public Accountants (WSCPAs). Mary Ann will work with WSCPAs conference coordinator on the speaker program. Generally, promotional information comes out in early March.

Mary Ann adjourned the meeting at 12:55 p.m.