

Board Meeting Minutes
AGA Seattle Chapter
GAO – Olympic Room, Columbia Center, Floor 27
Wednesday, May 6, 2015

NOTICE
 Next board meeting:
 Wednesday, September 2, 2015, at 12:00

■ **Board Member Attendance:**

Member	Title	Present at Meeting
Ken Smith	President	
Diane MaKaeli	President-Elect	✓
Pat Bohan	Treasurer, Education Chair, & Meeting Coordinator	✓
Karyn Angulo	Secretary	✓
Tim Dobler	Newsletter Editor	✓
Ryan Guthrie	Board Member	✓
Mary Ann Hardy	Membership Chair	✓
John Kurpierz	Early Careers Chair	✓
Sam Lord	Community Service Chair	
Liz Naftchi	Research Chair	
Gabrielle Sivage	CGFM Chair and Webmaster	✓
Sandra Starnes	Incoming Board Secretary	✓

■ **Welcome: Meeting called to order by Diane MaKaeli at 12:00 p.m.**

I. Approval of Prior Minutes – All

Prior to the meeting, Karyn Angulo distributed updated minutes for the April board meeting that incorporated revisions she had received from some board members. Board members voted to approve the minutes as amended (motion to approve, seconded, and passed unanimously). Karyn will finalize the meeting minutes and send them to Gabrielle for posting on the website.

II. Treasurer's Report – Pat

April Financials. Pat Bohan distributed the April Treasurer's Report prior to the meeting. She stated that inflows to date totaled \$5,232.76 and outflows totaled \$3,236.24, for a total change of \$1,996.52. Cash flows for the month included expending \$45.99 for the Emerald Award (Jones Soda) and \$395.00 Mary Ann Hardy's reimbursement for the Governmental Accounting & Auditing Conference (GAAC) registration fee for a total of \$440.99. Cash deposits included \$191 for AGA dues received, \$20 reimbursement for a luncheon no-show, and \$2.04 in interest for a total of \$213.04. The chapter will be covering the President-Elect's airfare to AGA National's Professional Development Training in Nashville, Tennessee. Diane will send the information to Pat for reimbursement.

GAAC Expenses and Income. The board members discussed that Mary Ann's registration was being paid by the chapter because the board had agreed to cover the costs for the Professional Development Training Chair. Pat will change the description of this expense in the financials to reflect "2015 GAAC-PDT Co-Chair." Mary Ann expressed her appreciation to the board for paying for her registration. Pat noted that the chapter has not yet received the proceeds from the conference. She and Mary Ann have the attendance lists for the different locations, and they have identified the AGA members. Of the 218 people at the conference, 26 were members of AGA only and 2 were dual members of both AGA and the Washington Society of Certified Public Accountants (WSCPA). The chapter gets 50 percent credit for participants who are dual members, so it will receive 12.39 percent of the proceeds from the conference (27 of the 218 participants). Board members voted to approve the April financials as amended (motion to approve, seconded, and passed unanimously).

III. AGA Seattle Chapter Luncheons for Program Year 2014–2015 – All

Below is the list of education and outreach events for the 2014-2015 program year:

- A. Monday, **September 22, 2014** – GAO 28th Floor Training Facility – Mr. David Hammond CPA, Sound Transit Internal Auditor, "Sound Transit Internal Audit Risk Assessment"
- B. Monday, **October 20, 2014** - GAO 28th Floor Training Facility – Ms. Nancy Krier, Assistant Attorney General for Open Government, WA State Attorney General Office, "Overview of the Washington State Public Records Act"
- C. Monday, **November 17, 2014** – GAO 28th Floor Training Facility – Daniel Masterson, Sheri Sawyer, and Shawn Looney, State Audit Office, "Confronting Local Government Financial Health with a New Tool from the State Auditor's Office"
- D. Wednesday, **December 10, 2014** – GAO 28th Floor Training Facility – AGA Web Conference, "Ethics"
- E. Monday, **January 12, 2015** – GAO 28th Floor Training Facility – Tina Polf, "2014 Tax Update"
- F. Wednesday, **February 4, 2015** – GAO 28th Floor Training Facility, AGA web conference, "Potholes on the Path to Performance Management"
- G. Wednesday, **March 18, 2015** – GAO 28th Floor Training Facility, AGA web conference, "Putting Internal Control Principles into Practice"
- H. Monday & Tuesday, **April 20 – 21, 2015** – Governmental Accounting & Auditing Conference at Tacoma Convention Center with satellite locations in Everett and Spokane and webinar option.
- I. Monday, **May 18, 2015** – Columbia Tower Club – Emerald Award presentation, Pat Bohan, CPA, CGFM, CGMA, U.S. Government Accountability Office, "GAO Methodologies Across a 29-Year Career"

May Luncheon and Emerald Award. Mary Ann provided an update on the upcoming luncheon. She distributed the flyer on Friday, May 1, to chapter members and the GAO Seattle Field Office. She also included members of the WSCPA Government Accounting & Auditing Committee. The deadline for signing up for the luncheon is Monday, May 11, and Mary Ann will send a reminder e-mail. She stated that 11 people had signed up, including one person from the WSCPA and Pat's invited guest. Mary Ann requested that board members send her an e-mail to confirm their attendance and identify their meal choices. Gabrielle Sivage will post the luncheon information on the website. Karyn confirmed that she had the certificate, frame, and case of soda in her office. She will also pick up nametags for the event. Tim Dobler has Pat's bio from the latest newsletter,

which he will send to Ken Smith, current Chapter President, and Diane. Ken will provide the introduction and present the award. Board members were again encouraged to wear their blue AGA shirts and a hat to the luncheon. Tim has ordered a new shirt for Gabrielle, and she will provide her original shirt to new board member Sandra Starnes at the luncheon.

IV. Early Careers and Internship Update – John

John Kurpierz and Diane reported on two recent early career activities in which the chapter had participated.

Fashion Show. John stated that the accounting students at Central Washington University (CWU) -Des Moines had sponsored a fashion show earlier in the week. Ken represented the AGA Seattle Chapter for demonstrating what not to wear (something along the lines of circa 2000 Britney Spears). The event was a success.

Post-GAAC Talk at University of Washington (UW) -Tacoma. Diane stated that she had received great feedback on the session that AGA had sponsored the first evening of the two-day GAAC conference. The GAO speaker from the conference provided a presentation on the Green Book and Pat and Mary Ann shared their experiences in government accounting and auditing. Two classes of undergraduate and graduate level accounting students were given credit for participating in this meeting and received bonus points for answering questions from their professor. The chapter sees this as an opportunity to get information about government accounting to students, and Diane said that several people who had not had government accounting on their career radar were now interested in learning more about it.

Diane said she would be sure to count both of these events toward outreach efforts in the chapter recognition program. Pat offered to speak to other groups, for example at job fairs or as a public sector representative on a panel, over the next 10 months. Diane noted that the UW-Tacoma accounting club has monthly speakers at their meetings and said that she would pass this offer along. Gabrielle noted that applicants with government accounting backgrounds have an advantage over applicants with those having only private experience when seeking internships. John said that things were quiet now at CWU-Des Moines now that the fashion show was over, and Diane said that the next UW-Tacoma meeting would be in late summer. She added that the school would be celebrating accounting recognition week in late June, and there would be an opportunity for students to meet with business representatives. The chapter could also meet with students to talk in a small group setting about careers in public accounting.

V. Website Update – Gabrielle

Gabrielle stated that she is still transitioning the chapter website to the new provider. One of her goals is to get out information on the next two chapter events, and she requested board assistance in forecasting events and helping her to keep up with any changes. She is keeping up with job postings. For example, UW-Tacoma let her know when its position was filled. Regarding the chapter intern, she still has not found someone to fill the position. Diane requested that Gabrielle update the "About Us" tab with the new board members and officers. Gabrielle said that she would post the latest issue of *The Sounder*, too. Karyn said that she would send Gabrielle the copies of meeting minutes she had collected when Gabrielle is ready to post them.

VI. Newsletter Update – Tim

Tim reported that the most recent issue had gone out a little later than usual. He thanked Mary Ann for the photos from the Tacoma GAAC venue and requested a board member biography for the May newsletter by May 22. Sandra offered to provide her bio. Tim confirmed that he had submitted the newsletter to the AGA

National contest but he has not heard back from anyone. He contacted AGA National to ensure he sent the sample to the right place and sent it to the point of contact he was provided.

VII. Membership Update – Mary Ann

Mary Ann Hardy, Membership Chair, provided a high-level membership update. The chapter currently has 66 members, including 2 new members since the last board meeting: Heidi Popochock of Snohomish County and Amanual Kahssai of King County Public Health. She has sent welcome e-mails to the two new members. Once she sees a new member appear on the chapter membership roster, she sends the individual a welcome e-mail with copies to Ken. Mary Ann said she would include Diane as well on future e-mails. The chapter provides a free lunch to the first meeting that new members attend, and Mary Ann will be sure to include both new members on the Emerald Award flyer distribution.

VIII. CGFM Update – Gabrielle

Gabrielle stated the purpose of the AGA Seattle Chapter's Certified Government Financial Manager (CGFM) study group is to "poke" each other on the status of preparing for the test. She confirmed that the chapter receives points for this study group as well as for including "CGFM" on nametags for chapter events. Gabrielle informed that board that the chapter is going to work with the Portland region to bring in CGFM training. Once the combined group reaches a certain threshold of participants, they will be able to reduce the test fees, which will bring down the cost per pupil. Gabrielle added that the coursework requirements for the CGFM had just been lowered. Additionally, the CGFM is now being called a certificate rather than a certification and the focus is on accounting. Gabrielle said she thinks the board needs to look at raising the value of the certification and support early careers members in pursuing this career path. Local schools appear to be placing more emphasis on accounting versus government management, and this topic would make a good board-directed conversation on how to support students. On action, for example, would be to possibly lobby Management Concepts to bring more classes to Seattle rather than tracking down courses individually. Gabrielle asked that this topic be considered at an upcoming meeting. Diane mentioned that the board could discuss this at the strategic planning meeting to be held later this summer.

IX. Community Service Update – Sam

Sam Lord was unable to attend the meeting, so there was no community service update.

X. Chapter Points – Diane and All

Diane requested everyone's support in getting in the chapter points this month. She asked that board members look at the areas for which they are responsible and send her an e-mail with the points. The meetings and outreach categories are maxed out, but the chapter needs to be sure to cover points associated with the GAAC and get all points information in to her so she can submit the fourth quarter points by the end of May. The chapter is currently at silver and is trying for gold. Diane added that she had spoken with AGA National President Bill Miller about the chapter recognition program, and he explained that AGA intentionally have several different areas in the program for which a single event can accumulate points. Gabrielle noted that the chapter gets points for including CGFM on the nametags attendees wear at chapter events. Karyn confirmed that the chapter had earned the points for submitting the officer directory by April 30.

XI. Good of the Chapter - All

- ***New Board Member/Officer.*** Diane welcomed Sandra to the board and offered the members' support

as she takes on her new role as Secretary.

- **Meeting Coordinator.** Board members discussed that we still do not have a meeting coordinator for the upcoming program year. The responsibilities of the meeting coordinator include: preparing and distribution the event flyers; checking room availability; setting up the meeting (audiovisual support, tables, chairs, etc.); ordering luncheons or coordinating with the Columbia Tower Club; tracking the e-mail responses to come up with the participant list; and coordinating with the Treasurer on payments. The individual would also coordinate with the Education Chair to ensure that CPE certificates are printed for each expected participant as well as some blank forms for individuals who might drop in. Ryan and Karyn both said they were hesitant to take on more responsibilities at this time, due to work commitments. The board decided to discuss this at the strategic planning meeting. One option might be to reconfigure the position and distribute the tasks differently.
- **Board Dinner.** Pat and Gabrielle stated that they have reservations at the restaurant for Wednesday, June 17, at 5 p.m. Pat needs a head count as soon as possible for board members and their guests. There will be a set menu with four meal options. The board will cover board members' appetizer, entree, and dessert; board members must pay for alcoholic beverages and all costs for their guest. Diane said that the 17th is a challenge for her due to a schedule conflict. Ken will be gone on the 18th. The board decided that Pat would send around an e-mail requesting other options, and board members would respond to Gabrielle with possible dates.
- **Board Retreat.** Diane said Ken will be getting in touch with her about possible dates for the retreat.

XII. Action Items - All

- **Karyn Angulo** – send finalized April meeting minutes to Gabrielle to post to the chapter website; edit draft May newsletter purchase nametags for May luncheon and bring framed certificate and a soda to the luncheon
- **Pat Bohan** -- reimburse Diane for PDT airfare; modify GAAC entry for PDT co-chair in financial statements; send email to board members with board dinner options;
- **Tim Dobler** – send Pat's bio to Ken; bring in new board shirt for Gabrielle; prepare May newsletter; receive and distribute Gabrielle's board member shirt
- **Mary Ann Hardy** -- include Diane on new member emails and the two new members on the Emerald Award luncheon flyer
- **Diane MaKaeli** – send PDT airfare information to Pat; notify UW-Tacoma student accounting club of Pat's availability for a presentation or panel participation; submit fourth quarter chapter points to AGA National by the end of May deadline; coordinate with Ken on possible dates for the board retreat
- **Gabrielle Sivage** – bring in board shirt to swap out with new one; finish transitioning the website to the new provider, including updating the "About Us" tab with information on the incoming board and requesting copies of past minutes from Karyn when she is ready to post them; coordinate with Portland region to bring in CGFM training to the region; collect date preferences and confirmations for board dinner
- **Ken Smith** – prepare introduction for Emerald Award; coordinate with Diane on possible dates for the board retreat
- **Sandra Starnes** - provide photo and bio to Tim for May newsletter

- **All** – review area of responsibility for possible chapter points; assist Gabrielle by keeping her notified of upcoming events for posting on the chapter website; consider topics for the board retreat (strategic planning meeting), including CGFM activities and designating a meeting coordinator

■ **Adjourn:** There being no further discussion, Diane adjourned the meeting at 12:03 p.m.