

**Tidewater Chapter  
Virginia Society of CPAs  
Board Meeting Minutes  
June 10, 2020**

Present at this Meeting: Board Members: **Jennifer French, Jackie Fox, Laura Langton, Dan Cook, Debbie Acors, Angie Hetherington, Randy Spurrier, Dasha Payne, Diane Reed, Nicole Wood-Sabo, Ken Kwedar, Angela Tumwa, Amber Shimp, Kenon Thomas, Marsha Hahn**

Jennifer French, President, called the board meeting to order at 11:33 am

**President's Report (Jennifer):**

- Minutes from the January meeting were circulated via email. Randy made the motion to approve the minutes, Debbie seconded; they were unanimously approved.
- Jennifer and Debbie met with Doug Ziegenfuss to discuss the 2020 ethic courses. It was decided they will be held via webinar instead of in person. The plan is to have 10-sessions, plus another one if we have a live SK seminar. PBMares has offered to host the webinar platform at no cost.
- Kaplan can do on-line seminars at 27.50 per credit hour per attendant, which is 220 per attendee for an 8-hour seminar and all agreed it was cost prohibited. Angie is going to reach out to see if they have discounts for larger numbers, based on the 2019 seminars we paid about 70 per attendee per 8-hour seminar at the Chesapeake Conference Center. Angie will give us an update at the August board meeting.
- Everyone was in agreement that we should be considering web-based seminars.
- Future meeting dates and locations
  - Officer Transition Meeting/Lunch: TBD
  - August 12th board meeting will be held via zoom and Diane will be providing website training. Jennifer will set the zoom meeting.
  - We will decide at the August board meeting if the October 14<sup>th</sup> board meeting will be in person or via zoom.
  - A July board meeting will be set to discuss CPE for 2020; date TBD.

**Vice President's Report (Jackie):**

- Jackie spoke with Tides representative and they are not sure when they will be opening to the public. Jackie will continue to follow up.

### Secretary's Report (Dan)

- Dan will be reaching out to Sylvia Edwards at the Chesapeake Conference Center to find out how COVID has or may impact the fall seminars. He will also find out if the CCC can accommodate live streamed sessions.
- It was agreed by all that we need to determine how our seminars will be structure this year, it could be a combination of virtual and/or live sessions with fewer participants.
- If live seminars are a possibility, it was agreed that we would send out a survey to our members to find out how many would be willing to attend.
- Dan will set up CPE conference in the next few weeks with the coordinators and board officers.

### Treasurer's Report (Laura)

- Financials for fiscal year ending 04/30/2020 reflected a loss of 11.4k and on hand cash of 61.8k
- For the financials through 06/09/20, we have 353 paid members compared to this time last year we had about 435 members paid, resulting in about 13.7k less revenue. It is unknown how both COVID and the type of CPE we offer will impact our membership. However, having 61.8k of cash on hand at the beginning of the year, there is sufficient cash to cover a decrease in membership. Conversely, we could also see a decrease in expenses if we end up having fewer attendees for live seminars or if it is decided not having them at all for 2020.
- Diane is planning on sending out a reminder at the end of June that the deadline for the 165-dollar fee will end on July 15<sup>th</sup>.
- Laura is going to purchase the 2020 version of QB for the chapter.

### Ethics Committee

- Kenon and Amber will co-chair with Debbie, who will be the lead coordinator.
- Debbie has obtained approval from the VBOA for our chapter to be an approved sponsor to hold ethic courses.
- We are required to send the VBOA copies of all the evaluation forms for each attendee. Debbie confirmed she provided them the same last year. However, the VBOA has a different evaluation form and Debbie is going to contact the VBOA to see if we can incorporate their evaluation for into ours so we can use survey monkey. If not, it will pose a significant challenge to obtain an evaluation form when we are holding the sessions virtually.
- Debbie contacted the VSCPA to see if they would be willing to waive or reduce the ethic fees for this year and she did not get the sense they would. She is going to contact them again and share that our membership dues are down and that paying the fees could have a financial impact on the chapter. She will let us know what she finds out.
- Doug will contact VSCPA to ensure he has the most current ethics course.
- Doug is only allowed to discuss the ethic course content, no personal stories.
- Charge for non-member ethics will be increased to 59 dollars, which is the same as VSCPA.

#### Young CPA Committee (Jackie)

- With the current restrictions, Jackie is not sure where an event could be held. She will provide an update at the August meeting.

#### CPE Committee:

- Not for profit. June 10, 2020 is part-one, which will be 2-hours of CPE.
  - Depending on how this seminar goes, the committee will determine when to hold the next 2-hour course.
  - There are six speakers and it was agreed to pay each of them a 25-dollar gift card from Amazon. Dasha will purchase and send each of them a virtual gift card.
  - DHG is sponsoring the webinar platform at no cost to the chapter.
- Ethics will have 10-sessions with a maximum of 50 attendees per session. The dates are:
  - July 20, 22, 24, 28, and 31 from 8:30 - 10:00
  - August 10, 12, 14, 18, and 20 from 3:00 – 4:00
  - Several members of the board will receive Ethics training on July 16th at noon to act as a test run for the web-based training.
- The dates for the upcoming fall seminars are below; which are subject to change based on what the CCC can do and how the board decides is the best way to provide 2020 CPE courses.
  - October 21, 2020 – A&A Day; Angela is chair
  - November 18, 2020- SK Day; Angie is chair
  - December 9, 2020 – Tax Day; Dasha is chair
  - Economic forecast – TBD; Marsha is chair

#### Economic Forecast Breakfast

- Marsha will contact Dr. Agarwal to see if an updated economic forecast can be held this summer as so much has changed since the last one was held in March of this year. This would be in addition to and not in place of our scheduled economic forecast breakfast in 2021.

#### Audit Committee (Ken)

- Will begin audit of FYE 4/30/20 sometime in the summer. As the prior treasurer Dan will coordinate with Ken to ensure he has all the information needed for the audit.

#### Scholarship Committee (Nicole)

- Nicole will work on updating the scholarship form and if needed will work with Diane to get it loaded onto the website. Jackie, Randy, Nicole, Angie will be on the committee.

#### Website Update (Diane):

- The CPE event coordinator will be sending out the evaluation form and the secretary will be sending the CPE certificates.
- For the ethics evaluation, Debbie will work with Diane as needed.
- Changes have been made to make it easier to membership renewals.
- For non-members it is requiring them to pay before signing up for a specific seminar.

**Other Business:**

- No other business.

Jennifer adjourned the meeting at 1:00 p.m.

Respectfully Submitted,

Daniel Cook, CPA  
Secretary, TCVSCPA

**Tidewater Chapter  
Virginia Society of CPAs  
Board Meeting Minutes  
August 12, 2020**

Present at this Meeting, which was held by Zoom: Board Members: **Jennifer French, Jackie Fox, Dan Cook, Debbie Acors, Angie Hetherington, Randy Spurrier, Dasha Payne, Diane Reed, Ken Kwedar, Angela Tumwa, Amber Shimp, Kenon Thomas, Marsha Hahn**

Jennifer French, President, called the board meeting to order at 11:45 am

**President's Report (Jennifer):**

- Minutes from the April meeting were circulated via email. Marsha made the motion to approve the minutes, Randy seconded; they were unanimously adopted.
- We discussed a need for a membership chair to help reduce the amount of time Diane is spending managing the website. Randy volunteered to serve in the position.
- For the saving of official chapter documents to our website, it was agreed we need to come up with a standard naming system and to consolidate documents into specific categories instead of having documents just randomly named and posted. For the 2019/20 treasurer's documents, separate pdf's will be created for bank statements, deposits, and expenses making it easier for the audit committee and reducing the number of pdf's. For the Ethic courses, because of the number of sessions it was discussed to combine all of sessions signature and evaluations into either one pdf or a separate pdf for the July courses and another for August and use bookmarks within the pdf to identify one session from another. This will not only reduce the number of pdf's but will also make it easier when a member requests we verify they attended and forward another CPE certificate for their records.
- Future board meeting dates and locations
  - Wednesday October 21<sup>st</sup> will be a zoom meeting setup by Jennifer
  - Thursday December 17<sup>th</sup> will be a zoom meeting setup by Jennifer.
  - Wednesday January 13<sup>th</sup>, it will be determined at the December meeting whether it will be a zoom or an in-person meeting.

**Vice President's Report (Jackie):**

- Jackie spoke with Tides and they have cancelled the 2020 season; our deposit of \$150 will remain with the Tides for the 2021 season.
- We discussed having an informal zoom social event for our members, which would allow them to get more involved. Zoom has the ability of creating breakout sessions where a smaller number of attendees can have their own discussion for a short period of time. Once that discussion is over, another short breakout session will be started with different members. With the number of CPE courses we are having for the remainder of the year, it was decided to table this to the October meeting to determine if this should be done and if so, deciding on breakout topics.

### Secretary's Report (Dan)

- The CPE committee consisting of Angie, Angela, Dasha, Debbie, Jennifer, Jackie, Laura, and Dan sent out a CPE survey to our members to get their input on live vs. virtual CPE for 2020. Of the 230 who responded, 60% would like live CPE and the majority of those will only attend with attendance restrictions and safety measures; 40% will only attend virtual CPE sessions. After several meetings and much discussion, due to the challenges and unknowns of COVID, the logistics of establishing and maintaining safety guidelines as well as the difficulty in finding presenters willing to speak to a live audience, the CPE committee unanimously agreed for the chapter to provide only virtual CPE for 2020. Once deemed possible, the CPE committee does want to continue live CPE; hopefully in 2021.
- Angie contacted Kaplan and the cost of providing 8-hours of virtual CPE for 250 or more attendees is 7,000. Dan reminded the board that the cost of hosting an 8-hour seminar at the Chesapeake Conference Center (CCC) was more than 21k. With the cost Kaplan charges, we can provide 24-hours of CPE for the cost of one seminar at the CCC. The CPE committee decided to provide 12-hours of A&A CPE; 12-hours of SK CPE; and 8-hours of Tax CPE all through Kaplan, with an estimated cost of 28,000 (we are waiting for the actual pricing from Kaplan). In addition, Dasha is working with the IRS and Virginia Department of Taxation to see if each can provide a virtual tax update.
- Non-members will be able to sign up for the virtual CPE at a cost of \$75 for 4-hours and \$40 for 2-hours.
- Dan spoke with Sylvia at the CCC and told her of our decision not to host live CPE for 2020. His discussion with Sylvia went very well and she later informed him that the CCC is going to release us from our contractual financial obligations and waive all penalties.
- With the CPE committee committed to hosting live CPE in 2021, Dan set up the 2021 CPE dates with CCC and authorized them to transfer our 2020 deposits to 2021 to hold those dates.
- With the cost of virtual CPE courses so reasonable, it is possible beginning in 2021 we may offer our members both live and virtual CPE. This may result in us reducing the number of live CPE from 3 to 2 seminars (this decision will be made next year).

### Treasurer's Report (Laura)

- Laura was not able to attend the board meeting. She provided financials, but it was agreed to by-pass the reports to allow more time for Diane's website training.

### Ethics Committee:

- The first several on-line Ethic courses have gone extremely well. There was a minor issue with Doug going off script during one of the sessions, but Jennifer and Debbie spoke with him and he understands the need to discuss the course material only.
- Debbie was able to negotiate a reduced cost from the VSCPA for our ethics to 10-dollars per attendee.
- Debbie added another Ethic course for the fall, which is consistent with what we have offered our members at the end of SK day.

#### Young CPA Committee (Jackie)

- No update.

#### CPE Committee:

- The remaining Ethic course are August 12, 14, 18, 20 from 3:00 – 4:00 and October 27<sup>th</sup> from 5:00 – 6:40.
- The month of October has been designated for A&A courses (Angela is the coordinator):
  - October 22            4-hours            8:30 – 12:00
  - October 27            2-hours            9:00 – 11:40
  - October 27            2-hours            2:00 – 3:40
  - October 29            4-hours            8:30 – 12:00
- The month of November has been designated for SK courses (Angie is the coordinator):
  - November 5            4-hours            1:00 – 4:30
  - November 12           4-hours            1:00 – 4:30
  - November 29           4-hours            8:30 – 12:00
- The month of December has been designated for Tax courses (Dasha is the coordinator):
  - December 2            4-hours            8:30 – 12:00
  - December 16           4-hours            1:00 – 4:30
  - IRS UPDATE – TBD
  - Virginia Department of Taxation update - TBD
- Reserved dates for live CPE in 2021 at the CCC:
  - A&A Day            Wednesday October 20, 2021
  - SK Day                Wednesday November 17 ,2021
  - Tax Day                Wednesday December 8, 2021

#### Economic Forecast Breakfast (Marsha)

- Marsha contacted Dr. Agarwal to see if he is willing to have a mid-year update but has not heard back from him. She will let us know when she hears from him.

#### Audit Committee (Ken)

- The audit will begin for FYE 4/30/20 once the 2019/20 treasurer's documents have been loaded onto the website. Dan is coordinating with Ken to ensure he has all the information needed for the audit.

#### Scholarship Committee (Nicole)

- Nicole has put the scholarship application on the website with a deadline of November 27<sup>th</sup>. The committee consists of Nicole, Jackie, Randy, and Angie.

Website Update (Diane):

- Diane is looking for someone to learn how to create events on the website to not only help further reduce the amount of time she spends managing the website, but to also begin the process of cross training the board. Dasha volunteered to work with Diane, but other volunteers will be needed over time so that multiple board members will know how to do a variety of functions on the website.
- Diane provided a virtual tutorial training on what is involved in setting up an event/CPE course and sending CPE's once the course is completed. The amount of time involved, and the knowledge required to set up each event whether it be a CPE course or social event is significant. The biggest takeaway was underscoring the amount of time and effort Diane expends in maintaining our website and the true need of getting her assistance by cross training the board.

**Other Business:**

- No other business.

Jennifer adjourned the meeting at 1:26 p.m.

Respectfully Submitted,

Daniel Cook, CPA  
Secretary, TCVSCPA



**Tidewater Chapter  
Virginia Society of CPAs  
Board Meeting Minutes  
October 21, 2020**

Present at this Meeting, which was held by Zoom: Board Members: **Jennifer French, Dan Cook, Debbie Acors, Angie Hetherington, Randy Spurrier, Diane Reed, Ken Kwedar, Angela Tumwa, Amber Shimp, Kenon Thomas, Marsha Hahn, Laura Langton, Nicole Wood-Sabo**

Jennifer French, President, called the board meeting to order at 11:48 am

**President's Report (Jennifer):**

- Minutes from the August 12<sup>th</sup> meeting were circulated via email. Debbie made the motion to approve the minutes, Randy seconded; they were unanimously adopted.
- Jennifer encouraged those who will be posting documents to our website to begin using the new format and, if needed, make changes to documents already posted.
- With no live seminars being held this year, we discussed how we would be able to support the charities we have in the past and if we are going to add any new ones. Diane was contacted by a colleague to see if we would be willing add the Alzheimer's association to our list of charities. Dan suggested we should identify those charities we are going to support and add them to our website so members not only know whom we support but would be able to go directly to the charity's website. A suggestion was made to consider using some of expected surplus to make direct donations to our current recognized charities of the Food Bank and Toys for Tots. Kenon recommended that if we used some of our surplus to donate directly, we consider a matching program for our members. Other suggestions were to use the surplus towards scholarships and another to reduce next year's dues. We agreed to table charities until the December meeting as we will have a better understanding of our financial surplus and how best it should be used.
- Future board meeting dates and locations
  - Thursday December 17<sup>th</sup> will be a zoom meeting setup by Jennifer.
  - Wednesday January 13<sup>th</sup>, it will be determined at the December meeting whether it will be a zoom or an in-person meeting.

**Vice President's Report (Jackie):**

- Jackie was unable to attend, but there will not be a holiday social this year. Jackie had told Jennifer about sending an electronic holiday card to all members. Everyone agreed this would be a nice thing to do for our members.

### Secretary's Report (Dan)

- We are all set for the Kaplan seminars. Kaplan will send an excel spreadsheet with those who attended, but Dan was told it could be several days before it is received as Kaplan does their own internal review of the data. Once the spreadsheet is received, we will match it against our list of registered attendees and send out the CPE certificates.
- Debbie asked if there would be a Q&A option for the attendees and if the instructor will mention that this is a TCVSCPA event. Dan will call Kaplan and let everyone know what he finds out.

### Treasurer's Report (Laura)

- Because of COVID, membership dues are down about 5k and expenses are down. There are 488 paid members. Our Ethics fees are down because Debbie was able to negotiate a reduced fee this year of 10 dollars per attendee. Laura is expecting a significant surplus as the cost for the Kaplan seminars are significantly less than what we paid at the CCC. As discussed during the President's report we will decide how best to use the surplus at the December meeting.

### Ethics Committee:

- Debbie has sent the evaluations to the BOA. The sign in sheets were sent to the VSCPA and they have been paid for all Ethics sessions to date.
- Debbie updated the October 27<sup>th</sup> flyer to remove that it is being held after the SK day. An email reminder is being sent to members that the deadline is October 1<sup>st</sup> and this will be the final Ethics session offered for the year.

### Young CPA Committee (Jackie)

- No update.

### CPE Committee:

- The remaining Ethics course is October 27<sup>th</sup> from 5:00pm – 6:40pm, using PBMares platform.
- The month of October has been designated for A&A courses (Angela is the coordinator):
  - October 22                      4-hours                      8:30am – 12:00pm
  - October 27                      2-hours                      9:00am – 11:40pm
  - October 27                      2-hours                      2:00pm – 3:40pm
  - October 29                      4-hours                      8:30am – 12:00pm
- The month of November has been designated for SK courses (Angie is the coordinator):
  - November 5                      4-hours                      1:00pm – 4:30pm
  - November 12                      4-hours                      1:00pm – 4:30pm
  - November 29                      4-hours                      8:30am – 12:00pm

- The month of December has been designated for Tax courses (Dasha is the coordinator):
  - December 2            4-hours            8:30am – 12:00pm (hosted by Kaplan)
  - December 16          4-hours            1:00pm – 4:30pm (hosted by Kaplan)
  - December 14          2-hours            10:00am – 11:40am (IRS Update - Ley Mills)
  - Virginia Department of Taxation update - TBD
  
- Reserved dates for live CPE in 2021 at the CCC:
  - A&A Day            Wednesday October 20, 2021
  - SK Day                Wednesday November 17 ,2021
  - Tax Day                Wednesday December 8, 2021

**Economic Forecast Breakfast (Marsha)**

- Marsha contacted Dr. Agarwal and he is willing to provide an economic update sometime in the next month or so via zoom. After some discussion it was agreed to set the date for the morning of November 18<sup>th</sup>. If that date works for Dr. Agarwal, Marsha will prepare the flyer so we it can be sent to our members. Unlike webinars where we can verify attendance by asking polling questions for CPE credit, we are not aware of a way to confirm attendance on a zoom event. Accordingly, this will not be a CPE event, but simply one to provide update information to our members.

**Audit Committee (Ken)**

- Ken plans on working on the audit soon but is not sure if it will be complete by the December meeting.

**Scholarship Committee (Nicole)**

- Nicole confirmed the scholarship application is still on the website with a deadline of November 27<sup>th</sup>. The committee consists of Nicole, Jackie, Randy, and Angie. Randy sent information to CNU, ODU, Hampton University, and W&M. Nicole has a contact for NSU and will reach out to them.

**Website Update (Diane):**

- Diane was able to resolve the email problem for the Kaplan seminars. The system was changed to send 100 emails at a time and with several hundred registered for our seminars, emails will be sent out over several hours as opposed to all at once.

**Other Business:**

- No other business.

Jennifer adjourned the meeting at 12:50 p.m.

Respectfully Submitted

Daniel Cook, CPA  
Secretary, TCVSCPA

**Tidewater Chapter  
Virginia Society of CPAs  
Board Meeting Minutes  
December 17, 2020**

Present at this Meeting, which was held by Zoom: Board Members: **Jennifer French, Dan Cook, Debbie Acors, Jackie Fox, Angie Hetherington, Amber Shimp, Kenon Thomas, Marsha Hahn, Laura Langton, Nicole Wood-Sabo, Dasha Payne, Randy Spurrier**

Jennifer French, President, called the board meeting to order at 11:45 am

**President's Report (Jennifer):**

- Minutes from the October 21<sup>st</sup> meeting were circulated via email. Debbie made the motion to approve the minutes, Randy seconded; they were unanimously adopted.
- VSCPA update, no in person meetings before June. There will be four versions of Ethics courses for 2021, not sure as to the reason for the numerous versions, but it could be industry related (non-profit, public, etc.) There will be leader summit on May 14<sup>th</sup> for 4-hours of CPE and will be open to all VSCPA members. They are launching a diversity, equity, and inclusion group.
- Upcoming board meetings:
  - Wednesday January 13<sup>th</sup>, it will be zoom meeting hosted by Jennifer.
  - April 2021 TBD.

**Vice President's Report (Jackie):**

- No report.

**Secretary's Report (Dan)**

- Other than some of the members having connection and technology issues, the PBMares and KAPLAN webinars were a huge success and the feedback from our members have been very positive. However, the webinars required a significant effort primarily from Debbie, Diane, and Dan to address questions, concerns, connection/technology issues prior to and during the webinars. Dan processed the CPE certificates and there is a significant amount of time required to verify the data confirming the amount of CPE a member qualifies for. Jackie has been assisting in consolidating the data from Kaplan and PBMares, which has been a tremendous help. But not all of the members attended had the required minutes to receive full credit, many signed on late or signed off early. For those who did not have the required minutes, Dan sent an email to each of those members to determine if they had technology or connection problems, their answer was factored into the amount of CPE they were awarded. For those members who did not have problems, he found them to be truthful and did not take advantage of the technology issues to qualify for more than they did (not a surprise as our members have great integrity and are ethical). In addition, Debbie, Diane, and Dan would usually be contacted by a member if they had

connection problems, so Dan typically had a list of members who had problems and would factor those into awarding the amount of CPE. He also mentioned the PBMares and KAPLAN attendance spreadsheets are different, which required a different approach in validating the data. For example, the 12.09.20 Virginia Department of Taxation Update there were a few members who attended that for some reason were not reflected on the PBMares attendance spreadsheet. This required him to send an email to everyone who registered but was not on the attendance spreadsheet to see if they attended. This was not required for the Kaplan webinars.

- For 2020, we held 9 separate webinars through Kaplan providing 32-hours of CPE at a cost of \$24,000. We had seven 4-hour sessions and two 2-hour sessions. For the 4-hour sessions Kaplan charged \$3,500 if attendance was above 250 and \$2,500 if the attendance was under 250. For the 2-hour sessions they charged \$1,750 if the attendance above 250 and \$1,250 if the attendance under 250. Of the 9-webinars four had attendance above 250 and five had attendance under 250. Comparatively, in 2019 we spent a total of \$67,660 for 24-hours of combined CPE on three seminars at the Chesapeake Conference Center.
- The significant cost savings will obviously allow us to offer more CPE than the traditional live seminar format. After some discussion, the board agreed to use a hybrid approach for CPE consisting of both live and web based. Angie mentioned the rates Kaplan charged this year were discounted and we need to find out their rates for 2021 and beyond. Dan mentioned Debbie and he are planning a discussion with Kaplan to go over lessons learned from 2020, how best to move forward, and during the conversation will obtain the costs for 2021.
- Due to the increased number of webinars (9 this year) vs seminars (3 last year) and the substantial amount of time required to complete the CPE certificate process, Dan recommended that starting in 2021 the CPE committee be responsible for producing and sending the CPE certificates as opposed to only the Secretary. The board agreed this should be the committee's responsibility and because the secretary is the head of the committee, they will still be involved.
- He also recommended we stop providing Ethics training to our members as it will require much more from the CPE committee to verify/validate the data to determine who did or did not qualify for CPE. In 2020, we held 12 Ethic courses, in part because Doug asked us to limit the number of attendees. Over the years the chapter has offered multiple Ethics courses for the travel/time convenience of our members who are spread among surrounding cities. With Doug retiring in two-years and the VSCPA having four different versions of Ethics, we may have to stop anyway as Doug may not want to teach all four if required. Randy suggested that because the webinar format was so successful, if the decision is to keep providing them, we could offer fewer sessions, assuming Doug would be agreeable to having more attendees for each course. Fewer sessions would obviously decrease the CPE committee's time in generating the CPE certificates. The decision was to table this to the January meeting when we hope to have more information on the different version of Ethics the VSCPA is considering and if Doug is willing to teach with more in attendance. If the decision is to stop providing the Ethics webinars, Dan suggested we discount our member fees \$25 as this is close to the

\$23 we pay the VSCPA for everyone who attends. Debbie mentioned we had 367 attend the Ethic courses.

- Dan received a call from Sylvia Edwards at the Chesapeake Conference Center (CCC), and they will be going through a major renovation starting in September 2021, which cancels our 2021 seminars. Sylvia asked if we could move up one or more seminars earlier in the year and Dan told her the reason's we hold them later in the year is because many of our members are on vacation during the summer months, it gives us more time to line up speakers, and the various tax deadlines limits attendance. However, because we are likely to offer a substantial amount of CPE through webinars in 2021 and our members desire to have in person seminars, the board agreed to hold a live seminar in August using the SK day format, contingent upon COVID and CCC's ability to accommodate our timeline. For those members unable to attend, they could still make up their CPE hours through webinars. Laura confirmed we have 7.5k on deposit with the CCC that can be used towards the seminar. If we are unable to hold a live seminar, it was agreed we will ask to have our deposit refunded.
- Dan mentioned the tremendous effort PBMares put forth to host the Ethics, Virginia Department of Taxation, and IRS webinars and suggested we make a sizeable donation on their behalf. After some discussion, a motion was made by Randy and seconded by Debbie to make a \$5,000 donation to the Michael E. Mares Scholarship; the motion was unanimously approved. (Jennifer French recused herself from the vote due to her employment through PBMares)

#### Treasurer's Report (Laura)

- Laura provided and went over the financials. Our membership dues are down about 4.5k compared to this time last year. However, our financial position has not been impacted because we are projected to spend about 40k less in CPE costs because we did not provide live seminars at CCC.

#### Ethics Committee:

- Other than what was discussed in the secretary's report, there was nothing more to report on.

#### Young CPA Committee (Jackie)

- No update.

#### CPE Committee:

#### Economic Forecast Breakfast (Marsha)

- Marsha reported that the economic update on November 18<sup>th</sup> went very well. No CPE was awarded to those in attendance as it was primarily a refresher from the session held in February. Marsha will be reaching out to Dr. Agarwal to set up the 2021 economic update and will look into a 2-hour session to be held by webinar. This event will qualify for CPE.

**Audit Committee (Ken)**

- Ken was unable to attend, will get an update at the January meeting.

**Scholarship Committee (Nicole)**

- Nicole reported that 4-applied for scholarships; two from ODU and two from CNU. Only one of the applicants qualified as having completed accounting 301 and the other three applicants are currently taking the course, but at the time of submission had not completed the course. After some discussion it was agreed to award a scholarship to the three, if the committee deems they completed the course with a satisfactory grade. The committee consists of Nicole, Jackie, Randy, and Angie.

**Website Update (Diane):**

- Diane was unable to attend, no report provided.

**Other Business:**

- No other business.

Jennifer adjourned the meeting at 1:05 p.m.

Respectfully Submitted

Daniel Cook, CPA  
Secretary, TCVSCPA

**Tidewater Chapter  
Virginia Society of CPAs  
Board Meeting Minutes  
January 13, 2021**

Present at this Meeting, which was held by Zoom: Board Members: **Jennifer French, Dan Cook, Debbie Acors, Jackie Fox, Angie Hetherington, Kenon Thomas, Marsha Hahn, Laura Langton, Randy Spurrier, Ken Kwedar, Angela Tumwa, Diane Reed**

Jennifer French, President, called the board meeting to order at 11:50 am

**President's Report (Jennifer):**

- Minutes from the December 17<sup>th</sup> meeting were circulated via email and minor changes were made during our meeting. Randy made the motion to approve the minutes, Angie seconded; they were unanimously adopted with the changes.
- Jennifer requested volunteers for the Treasurer's position, no one offered, and she asked the newer board members consider the position.
- Once we know who the new treasurer will be, Jennifer will look to schedule the officers meeting for the new fiscal year.
- Upcoming board meetings:
  - Wednesday April 21, 2021 based on COVID restrictions we will determine in early to mid-April if it will be zoom or in person.

**Vice President's Report (Jackie):**

- No report.

**Secretary's Report (Dan)**

- Dan spoke with Sylvia Edwards at the Chesapeake Conference Center (CCC) about holding at least one 8-hour seminar in 2021, assuming COVID restrictions have been lifted. Dan reminded the board the CCC is scheduled to be shut down for a major renovation starting in September. He also shared that when we surveyed our members last summer about webinar vs. seminar events, many expressed a desire to keep in person seminars because of their ability to remain connected with other CPA's. The CCC has Wednesday August 18, 2021 available, which Dan reserved, and the board agreed to hold a seminar on that day. Dan reminded the board that we have 7.5k on deposit with the CCC that will go towards the cost of the event and if the CCC is unable to hold the event, Dan communicated with Sylvia we want our deposits refunded.
- Dan and Debbie spoke with Kaplan about using them for 2021 webinars and a review of the 2020 webinars. By committing to at least 40 hours of CPE, Kaplan will assign us our own link that will be used for every webinar. They are willing to consider installing a chat vs. question box that Debbie recommended as well as an audio check 15-30 minutes prior the webinar beginning.



- They will keep their 2021 pricing the same as 2020, which is 875 per CPE hour for attendance above 250 (7k for 8-hours) and 625 per CPE hour for attendance below 250 (5k for 8-hours). They may provide further breakpoints if our number of CPE exceeds 50 or 60 for the year. At the 5k level, we can provide up to 64 hours of CPE for 40k, which is less than the 45k we are paying for 16-hours at the CCC. At the 5k level we can provide 48-hours of CPE for 30k. By offering at least 48 hours of webinar-based CPE, an 8-hour in person seminar, Ethics, tax and economic updates our members will have access to upwards of 60-hours of CPE and more if we use Kaplan in excess of 48-hours. If we offer that many hours, it is likely very few of the webinars will exceed 250 in attendance, which will keep our pricing at the 625 per CPE amount. The primary exception would be a tax update which will probably exceed 250. Regardless, if we offer 60 or 70 hours of CPE, which will include an 8-hour in person seminar, our overall cost of CPE is likely to be less than what we have been paying in years past. This will help in balancing our budget as well as possibly offering more social events for our members. The board unanimously approved using Kaplan for at least 50-hours of CPE for 2021.
- Debbie stated that during our conversation with Kaplan they also provide speakers for in person seminars. Angela mentioned that getting speakers for the August 18<sup>th</sup> event may prove challenging if some are unwilling to speak if COVID remains a risk. Even if speakers are willing to present, Angela reminded everyone that putting together a full 8-hour event in August, just a few months after tax season could prove challenging. It was agreed that Dan would get with Kaplan to find out the cost of using their speakers. With 7.5k already on deposit and with us having the excess cash from this current fiscal year, the affordability of paying Kaplan for the speakers as well as the CCC for the event is very probable.
- Kaplan is also willing to work with the board to come up with a schedule that will help spread the CPE courses between June and December and offer courses for members who work in non-public accounting fields (government, comptrollers, etc.). They also offer non-profit CPE, and it was agreed that we would look to hold non-profit webinars in June, the same time as in years past.
- Dan will reach out to Kaplan and let the board know what he finds out on pricing above 50 CPE's, cost of speakers, and creating a CPE schedule for 2021.
- Dan also mentioned that during their conversation with Kaplan, they have put together a new webinar on the recently signed new PPP law. Debbie and Dan went ahead and scheduled the 4-hour CPE webinar for January 27, 2021 at 8:30 am EST. Diane offered to set up the event, open registration, and send an email to our members. The cost of the webinar will be 3.5k if attendance exceeds 250 and 2.5k if attendance is under 250. The board approved to hold the January 27<sup>th</sup> webinar.
- Dan had another conversation with Kaplan about them offering TCVSCPA members, who are also CFP's, a discount for taking Kaplan CFP continuing education courses. The reason is that Kaplan owns the College for Financial Planning. Unlike some organizations who ask us to solicit for their business, it was agreed this is different as it is a discount in connection to our agreement with Kaplan. With no agreement a discount would not be offered. Dan said that as our relationship with Kaplan grows over the years, it is possible they may offer TCVSCAP members discounts on other non-CPA

continuing education courses. It was agreed to pass the discount to our members who are CFP's.

#### Treasurer's report:

- Laura provided and went over the financials. Our membership dues are still down about 4.5k compared to this time last year. However, our financial position has not been impacted because we are projected to spend about 40k less in CPE costs because we did not provide live seminars at CCC.
- The donation of 5k for Michael E. Mares has not been sent out yet, but Laura will get the check out soon.

#### Ethics Committee:

- Jennifer, Kenon, and Amber reached out to Julia Henderson with the VSCPA to discuss their Ethics courses. Julia has not provided them the 2021 pricing, but the committee will continue reaching out. During their discussion, it seems the VSCPA has reversed their policy and are now allowing a non VSCPA speaker to create their own Ethics course, which will require VSCPA approval. Doug Ziegenfuss is willing to present a VSCPA course but does not want to create his own material. The committee will follow up with Doug to see if he is willing to present fewer courses with much higher attendance as our intention is to offer fewer Ethics webinars than we had last year. Randy asked if Kaplan is able to provide Virginia Ethics and Dan will check with them. Because we do not know the cost of the course from the VSPCA or if Doug is willing to hold fewer webinars with more in attendance, the board agreed to defer the decision to continually hold/sponsor Ethics continuing education, to the April meeting. In addition, Jennifer will confirm if PBMares is willing to use their platform for non-Kaplan webinars and if so, how many as this could also impact our ability to sponsor Ethics courses. Jennifer knows they are not wanting to host the same number of webinars they did in 2020, which was 14 (13 Ethics, 1 IRS Update, and 1 Virginia Department of Taxation update, and the Economic update refresher).

#### Young CPA Committee (Jackie)

- No update.

#### CPE Committee:

- Angela – A&A day; Dasha – Tax Day; Randy – SK day.
- It was agreed that once Kaplan is able to provide us a list of webinars they can offer, they will be sent to the different coordinators so they can identify which they want to offer for the year.
- Randy compiled the evaluations from all of the webinars we held and will post them to the website. Each coordinator will review the 2020 evaluations for suggestions on future topics.

#### Membership committee:

- Randy is still willing to head this up and work with Diane to go through the data base to identify those who are no longer members that may want to renew. It was also suggested he could use the VSCPA membership list they provide, obtain a list of members from the BOA, and contacting the larger firms to increase our membership.
- With us looking to significantly increase the number of CPE we offer to our members we could see an increase in membership.
- Diane mentioned that she confirms when a new member signs up they are a member of the VSCPA but does not actively check renewing members if they are also members of the VSCPA. If this needs to be done, it is likely this committee will need more members than just Randy.

#### Economic Forecast Breakfast (Marsha)

- Marsha reached out to Dr. Agarwal and he is willing to hold a 2-hour webinar sometime after February 15<sup>th</sup>. During our discussion, we settled on offering him Tuesday February 16<sup>th</sup> at 8:30 for 2-hours. Jennifer will confirm if PBMares is available to host the webinar and Marsha will confirm with Dr. Agarwal.

#### Audit Committee (Ken)

- Ken is still working on the audit and will have it completed by the April meeting.

#### Scholarship Committee (Nicole)

- Randy confirmed that of the three applicants who were taking Accounting 301, two had successfully completed the course. It was agreed that those two applicants along with the one applicant who had already completed the course will be awarded the scholarships. The committee consists of Nicole, Jackie, Randy, and Angie.

#### Website Update (Diane):

- Diane had to update/renew our web domain, which required a significant effort as she had to get with our previous web designer Bill Green. The website was down for a few days, but it is now up and running.

#### **Other Business:**

- Angela brought up that our Facebook page has not been updated in a while and Debbie asked if anyone would be interested, but no one volunteered. We will address this at future board meetings.

Jennifer adjourned the meeting at 1:10 p.m.

Respectfully Submitted

Daniel Cook, CPA  
Secretary, TCVSCPA

**Tidewater Chapter  
Virginia Society of CPAs  
Board Meeting Minutes  
April 21, 2021**

Present at this Meeting, which was held by Zoom: Board Members: **Jennifer French, Dan Cook, Jackie Fox, Angie Hetherington, Kenon Thomas, Marsha Hahn, Laura Langton, Randy Spurrier, Ken Kwedar, Diane Reed, Amber Shimp, Dasha Payne, Nicole Wood-Sabo**

Jennifer French, President, called the board meeting to order at 11:45 am

**President's Report (Jennifer):**

- Minutes from the January 13<sup>th</sup> meeting were circulated via email. Marsha made the motion to adopt the minutes, Amber seconded and they were unanimously adopted.
- Amber Shimp has volunteered to be the treasurer for the upcoming fiscal year.
- Officer transition meeting TBD.
- Upcoming board meetings:
  - Wednesday June 9, 2021; we will determine in late May if it will be zoom or in person.

**Vice President's Report (Jackie):**

- No report.

**Secretary's Report (Dan)**

- Dan spoke on the Tides game and groups of a maximum of 100 are allowed. Everyone's in agreement to host a Tides game for our members. To determine the interest, it was decided that a survey will be sent out to our members to find out how many are willing to attend and if they would bring a guest. Dan will work on the survey and if there is a decent response, we will host the event. He will keep the board informed.
- Dan has been working with Kaplan on the 2021 contract for webinars. The cost is lower if we have CPE between 60 and 69 hours and over 70 hours. Dan will let the board know when the contract has been signed.
- He received a course catalog from Kaplan and will email the list to the CPE committee. The contract requires us to identify the courses we are going to use by May 31<sup>st</sup> and provide the dates and times for those courses by June 30<sup>th</sup>. He recommended that the CPE committee meets soon to discuss the courses to be chosen for 2021. Laura will be the oncoming secretary and head up the committee, but Dan will assist with the transition.
- Dan reminded the board that we are still holding an in-person seminar at the CCC on August 18<sup>th</sup> and the board already decided to use a Kaplan presenter for the seminar. Kaplan will charge the same per hour CPE rate for an in-person seminar as a webinar. They usually charge an additional 1,500 fee for a live presenter, but he was able to get Kaplan to waive the fee, but we are responsible for travel and lodging costs. He also

reminded everyone that in addition to Kaplan's CPE cost, we still need to pay the CCC for the event and that we have 7,200 on deposit. With our current cash reserves, we have the cash to support this event even if it ends up costing more than previous years 8-hour seminars held at CCC.

- Dan was told by Kaplan they are finalizing a contract with the VSCPA to hold VA Ethics. The cost will be the same as the other webinars.

#### Treasurer's report:

- Laura provided and went over the financials. Because our expenses are so much lower this fiscal year our cash position is over 106,000. The P&L is projected to show a surplus of over 44,500.
- Laura put together a budget for the 2021/2022 fiscal year and mentioned that Dan and she discussed how to approach the budget with CPE being mostly provided through Kaplan. Instead of showing each CPE day as a separate expense category, one category will be used. She budgeted 60,000 for CPE, but until the CPE committee determines how many webinars will be offered, it is not possible to determine a CPE budget figure. Accordingly, the budget will be revisited when more information is available.

#### Ethics Committee:

- Amber reported that from the January VSCPA meeting she attended they are going to offer six different Ethics courses. The BOA license renewal disallows a CPA from repeating the same Ethics course within a 3-year period.
- She was also told that if VSCPA provides us the materials and we hold our own Ethics courses, which is what we have been doing for years, they will charge us 23 dollars per attendee. However, if we get our Ethics from a different source, such as Kaplan, Amber's understanding is that they will not charge us the member fee. It was agreed that Amber and Dan will get with the VSCPA to ensure we understand their fee structure should we use Kaplan.
- With Doug retiring in less than 2-years, the consensus is that we should go through Kaplan for our Ethics instead of using Doug. This is if we do not need to pay the VSCPA as well as Kaplan.
- Amber and Dan will let the board know what they find out from the VSCPA and based on that information determine if we are going to provide Ethics or possibly stop all together and have each member obtain it on their own. This will be difficult to do as the membership renewal begins on May 1<sup>st</sup>, less than 2-weeks away, and with many of our members relying on us to offer Ethics, stopping with little notice to our members is something we should avoid. If the decision is that we will continue to offer Ethics, the board will not be responsible for tracking or notifying members on which Ethics course have been or have not been taken for them to be in compliance with the new BOA requirements.

#### Young CPA Committee (Jackie)

- Jennifer mentioned that the Norfolk Zoo reached out to offer events. Angie suggested it can also be used as a social event for all members.

- CPE Committee:
- Angela – A&A day; Dasha – Tax Day; Randy – SK day.
- It was decided the CPE committee needs to meet very soon to begin working on the 2021 webinar courses to be offered. With Laura still finishing up the treasurer’s duties, Dan will set the meeting.

Membership committee:

- No update, but as a reminder Randy is still willing to head this up and work with Diane to go through the data base to identify those who are no longer members that may want to renew. It was also suggested he could use the VSCPA membership list they provide, obtain a list of members from the BOA, and contacting the larger firms to increase our membership.
- Diane mentioned that she confirms when a new member signs up they are a member of the VSCPA but does not actively check renewing members if they are also members of the VSCPA. If this needs to be done, it is likely this committee will need more members than just Randy.

Economic Forecast Breakfast (Marsha)

- The February 19<sup>th</sup> economic update went very well as over 115 attended, much more than usual. We will likely continue as a webinar for 2-hours of CPE, but the decision will be made later in the year for the 2022 event.

Audit Committee (Ken)

- Ken is still working on the 2019/2020 audit and will have it completed by the June meeting.

Scholarship Committee (Nicole)

- The checks were sent to the award winners. The committee consists of Nicole, Jackie, Randy, and Angie.

Website Update (Diane):

- Vectec recently changed their server and it caused several issues with the website, but Diane has been able to resolve them and the website is ready for 2021/22 memberships. For those renewing teams, a new team will need to be created each year. This will avoid Diane from having to go into the website to add and remove members as changes are made to that team.

**Other Business:** None

Jennifer adjourned the meeting at 1:00 p.m.

Respectfully Submitted

Daniel Cook, CPA Secretary, TCVSCPA