

**Tidewater Chapter
Virginia Society of Certified public Accountants
Board Meeting Agenda
June 8, 2011**

Call to Order

Reading and approval of minutes

President's Report

- **Welcome Phil Redman**
- **Recognition of Past President**
- **Board changes to letterhead & web-site**
- **Leadership Summit/Circle of Excellence Award**
- **New VSCPA logo**
- **Tax return update – Julie**
- **Annual report with Commonwealth**
- **ODU 5K contribution**
- **Financial Fitness alternative – Girl Scout Council**
- **Board Meetings**
 - **August 10, 2011 (CNU)**
 - **October 19, 2011 (CHB, 222 Central Park Ave.)**
 - **December 14, 2011 (WEC, Norfolk)**
 - **January 11, 2012 (TBD)**

Vice President's Report

- **2011 Tides Baseball Game – 7/22/11**
- **Ethics classes this summer**
- **CPE committee update**

Secretary's Report

- **Membership list (return receipts) etc.**
- **Life time members – 40 years of continuous membership with VSCPA**

Treasurer's Report

- **Approval of Budget for 2011-2012 Fiscal year**
- **Current results of operation**
- **Virginia \$25 registration fee**

Standing Committee reports

- **CPE Committee Report**
 - **IRS practitioners liaison day results – Day**
 - **Non-Profit Seminar June 29 - Chair - Julie**
 - **A&A Day September 21 - Chair – Angela T.**
 - **Specialized Knowledge Day October 26 - Chair – Randy and Brian**
 - **Tax Day November 9 - Chair - Dan**
- **Audit Committee Report – David & Dan**

- **Website – Andrew & Diane**

- **Young CPAs**

- **Members and activities for 2011-2012 Fiscal Year**

- **Vendors - Paul**

**Other
Adjourn**

**Tidewater Chapter Virginia Society of Certified Public Accountants
Board Meeting Minutes
April 20, 2011**

President Reed called the meeting to order at approximately 12:05 pm.

Board Members Present Included: Diane Reed (President) Deneen Keegan (Vice President), Harvey Johnson (Secretary), Maggie Libby-Davis (Treasurer), Angela Tumwa, Paul Capello, Susan Davis, Andrew Martin, Randall Spurrier, Dan Cook, David Bastiaans, Angie Caruana, Julie Sokolowski, Brian Diebler, Pam Dimino, Morgan Wise, Marsha Hahn

First order of business was the reading and approval of January 2011 board minutes. There were minor typos noted in the circulated minutes but were corrected. Motion to approve minutes was made and the Board unanimously approved.

President Reed gave the following report:

- **The Tidewater Chapter formally welcomes new Board members Brian Diebler, Pam Damino and Phil Redman to the Board.**
- **The VSCPA Leadership Summit is on May 19-20 at the Hilton Conference Center and Spa. Andrew and Deneen will be attending for the 20th. The Chapter will give a gift card \$50 gift basket or gift card.**
 - ❖ **There is a chapter Officer's breakout session on May 20th**
 - ❖ **The Chapter again received the Circle of Excellence award meeting all requirements**
- **2011-2012 Tax return – a thank you to Julie who offered to again prepare the 990 for the Chapter.**
- **The President's letter and dues statements will be sent out in the next week or so. There will be a \$10 increase necessary to cover the estimated costs. The budget had been approved by the board via email previously but was ratified and approved. Minor changes were subsequently made later during the Treasurers report. All changes were approved and the final budget was unanimously approved (see treasurers report for discussion of changes).**

Vice President Keegan gave the following report:

- **The desired date for the 2011 Tides Baseball Game was unavailable. The new date was set as July 22.**
- **The Officers transition meeting has been set for Wednesday, May 4th at Hell's Kitchen (6:15 pm).**

Secretary Johnson gave the following report:

- **All board meeting packets have been scanned and sent to David Bastiaans**
- **Recommendation was made for the Secretary to receive all the documents from the officers and send one email (vs. multiple) that included the agenda, minutes and financials before each meeting and too David.**

Treasurer Libby-Davis gave the following report:

- **The 2010-2011 fiscal year budget was discussed. The following changes were made:**
 - a **Decrease student night to \$4,100 and bump up scholarships to \$2,000**
 - a **The IRS seminar was not budgeted for. While the format is set we are unsure of the costs as this the of the first year of the event. After some**

discussion Dan recommended \$1,000 for first year (based on nonprofit day costs). Randy will get pricing for coffee and water.

- There was also a review of the current financial information – some general inquiries from various members on expense allocation but variance were due to expense groupings. Given the limited expenses anticipated for the remainder of the fiscal year the chapter is expecting to show a \$5k profit

The following summarizes standing committee reports:

CPE Days

- The incoming VP will be chairing the CPE committee and needs to schedule monthly meetings.
- Dan Cook provided an update on the IRS Practitioner Liaison event scheduled for May 18th at ODU Constant Hall Room 1002 and will run from 8:00-10:30 am. Meeting is coming up soon so we need to get the flyer finalized to send information out to the membership and post on the website. The Non-member fee was set at \$50.
- Julie Sokolowski provided an update on the Non-Profit Seminar, which is scheduled for June 29th and will be at the ODU Campus, Constant 1005 and will run from 8:00-12:30 am. There will be a max of 100 and we have 1 speaker lined up but still need 3. An IRS agent is an option (UBI, nonprofit status). The seminar will be the same setup as prior year with respect to food and beverage and will need a sound system. Randy will follow-up. The nonmember fee will remain the same as last year, \$75.
- The ethics sessions are still to be determined by Dr. Z will be providing the service again to the Chapter and is close to finalizing his schedule. He hopes to have an on-line version this year.
- A&A Day will be held on September 21st at the Chesapeake Conf Center. Angela Tumwa will Chair.
- SK Day will be held on October 26th at the Chesapeake Conf Center. The Day needed a chair to coordinate the seminar and Randy and Brian volunteered to co-chair the event. Duties for the chair include – coordinating the flyer, speakers, binders (essentially a project manager). There will be an ethics course at the end of the day taught by Dr. Z.
- Tax Day will be on November 9th also at the Chesapeake Conf Center. Dan Cook will chair.
- Economic Update – Jan/Feb Town Point Club – defer to later date
- Audit Committee Report – committee members Dan Cook and David Bastiaans will coordinate the 2010-2011 audit will Maggie and Susan for the near term.
- President Reed provided an update on the website. The new dues have been posted and database cleared for the new fiscal year.
- Morgan Wise gave an update on the Young CPAs

- **The committee will begin planning its activities for 2011-2012 Fiscal Year**
- **Harvey Johnson did a presentation to ODU's Beta Alpha Psi (BAP) on behalf of TCVSCPA**
- **Jessica Fitzpatrick who has been on the committee for a number of years now will in-charge the committee while Morgan is out**
- **Current Committee includes Philip Redman, Jessica Fitzpatrick, Shelby Corbin, and Morgan Wise**

- **A brief vendor update was provided by Paul Cappello. No significant changes to report. Fees will be basically be the same as last year and hopefully we will have a few new vendors.**

- **Other**
 - **Foodbank - Volunteer Day – the Chapter is not doing financial fitness. For our volunteer will ask members to bring food to be donated to CPE events. VP Deneen will touch base with the Foodbank to discuss.**
 - **Laptop and software purchase – Susan Davis purchased a laptop for the Treasurer position but did not purchase the software (MS office suite)**
 - **The 2011-12 meeting dates were set.**
 - **June 8, 2011 – Goodman and Co. (Norfolk)**
 - **August 10, 2011 – CNU**
 - **October 19, 2011 – CBH 222 Central Park Ave.**
 - **December 14, 2011 – WEC- Norfolk**
 - **January 11, 2012 - TBD**

There being no further business the meeting was adjourned at approximately 1:05 pm.

As of 6/7/2011 11am	Limit	Count	Remaining
NPO Day	100	68	32
ethics CCC 10/26	350	9	341
ethics pen 8/16	63	19	44
ethics vb 8/17	100	26	74
ethics nor 8/18	100	15	85
ethics pen 7/19	63	46	17
ethics vb 7/20	100	87	13
ethics nor 7/21	100	31	69
baseball game	130	28	102

Total Ethics 233

Board Member Sign In Sheet

Meeting Date: 6/8/2011

Member

Signature

David M. Bastiaans



Paul Cappello


Angie Caruana

Daniel Cook

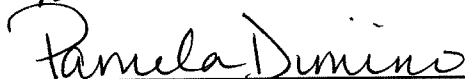


Susan Davis

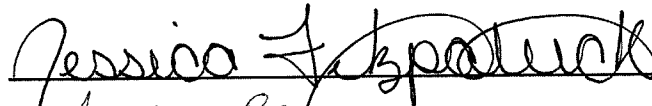
Brian E. Deibler



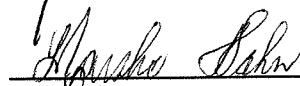
Pamela Dimino



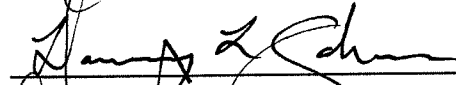
Jessica Fitzpatrick



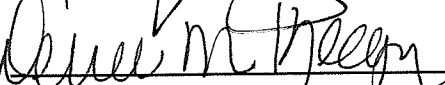
Marsha Hahn



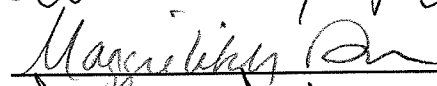
Harvey L. Johnson



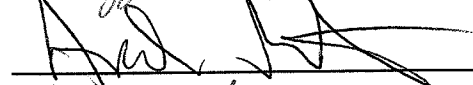
Deneen M. Keegan



Maggie Libby Davis



Andrew Martin



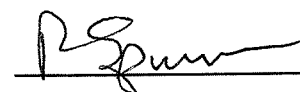
Philip Redman



A. Diane Reed

Julie Sokolowski

Randall R. Spurrier



Angela Tumwa



Morgan W. Wise
