

**Tidewater Chapter of the Virginia Society of Certified Public Accountants**  
**Board Meeting Minutes**  
**April 23, 2014 @ Dixon Hughes Goodman, LLP, Norfolk, VA**

Members in attendance: Susan Davis (President), Kevin Stewart (Treasurer), Deneen Keegan, Debbie Acors, Dan Cook, Diane Reed, Angie Hetherington, Philip Redman, Nicole Wood-Sabo, and Marsha Hahn

Members absent: David Bastiaans, Randy Spurrier, Brian Deibler, and Angela Tumwa

The meeting was called to order at 12:10.

- The Board reviewed the minutes from the January 2014 meeting. The minutes were unanimously approved. (Dan motioned, Deneen 2<sup>nd</sup>)

**President report**

- Alternate locations for CPE Days – proposals to date have not fit our criteria regarding space and pricing. New contracts have been received for the CCC and will be signed and returned today to Sylvia Edwards.
- A new slate of officers was proposed being:
  - President – Angela Tumwa
  - Vice-President – Brian Deibler
  - Secretary – Kevin Stewart
  - Treasurer – Angie Hetherington
- Angela has drafted the President’s letter and should be sending out within the next two weeks or so.
- Diane has rolled the website and will update the lifetime members prior to dues notices being sent out.
- ODU has discontinued the 5K. Randy requested that the TCVSCPA sponsor the ODU Accounting Awards Banquet in lieu. The table sponsorship is \$500. It was approved the sponsor one table for \$500. If you’re interested in attending please let Susan know. The date is 5/9 at 6-8pm at The Westin Town Center in Virginia Beach. If other colleges/universities have something they’d like sponsorship, we would entertain that as needed.
- We received an e-mail from the VA BOA that we have a statement on our CPE certificates that is not appropriate. Kevin will remove the language prior to creating the 2014 CPE certificates. Susan will look into NASBA requirements and report at the next meeting in June.
- The VSCPA Chapter Leadership Rally will be held May 15-16 in Richmond. RSVP’s must be in by May 5. If you’re interested please visit [www.vscpa.com/summit](http://www.vscpa.com/summit).
- Potential Board members have been contacted by Dan and informed that they will hear from us after the April meeting. He will follow up by requesting a bio or resume from them. A conference call to follow-up will be scheduled by Dan. He will request a response by 5/10

There were no Vice-President or Secretary reports.

## **Treasurer report**

- The April 23, 2014 financials were presented. Questions were asked and answered.
- The 2014/2015 budget was presented. The only outstanding item was reimbursement to Phil for Student Night and Bowling for the Young CPA's.
- There was discussion regarding the Board restricted scholarship fund as well as the possibility of setting up a Board restricted capital expense fund. Be prepared to bring suggestions to the June meeting. Kevin will determine scholarships paid in the past not used to reduce the current restricted fund for discussion in June.
- Several budget line items were discussed. Kevin will make the edits and put any remaining funds into a new line items of "speaker costs".

## **Committee reports**

**Membership Committee** – Angie is about ½ way through the database comparison. Progress is slow as there is no common denominator between the three sites. Susan will pick up helping with this as she moves out of being an officer and Angie moves into it.

**Audit Committee** – Debbie is finished with the expenses. She will follow up with David Bastiaans regarding the income.

**CPE Committee** – The Economic Forecast had reduced numbers from prior years. Down to 55 from around 70. We expect this is due to the weather.

Diane will post the new CPE dates on the website without opening for registration.

A & A Day will be held 9/23 at the CCC. Debbie has most of her speakers set up. SK Day will be held 10/22 at the CCC and Angie is on her way toward having her speakers. She has 1 or 2 spots open. Tax Day will be held 11/12. Dan will report at the next meeting. Nonprofit will be the first Wednesday in June. The room has changed. Deneen has at least one speaker, maybe two. She is looking for a speaker for the topics of 990's and watchdog groups. Ethics needs to be arranged with Dr. Zigenfuss. Kevin will send e-mail he received to Susan.

**Website** – No current work being done. Waiting to hear back from Ed to wrap up last few larger items of vendors and non-members paying on line. Diane will follow up.

**Young CPA's** – Received good feedback regarding Student Night. Joint event with the RMA will be held 5/29 at Chick's Oyster Bar. This will be free to TCVSCPA members.

## **ACTION ITEMS:**

1. Susan will sign and send back CCC contracts for 9/23, 10/22, and 11/12
2. Angie will continue with database work.
3. Diane to follow-up regarding website action items.
4. Kevin to change CPE certificates to remove language regarding complying with VBOA standards.

5. Susan to research NASBA standards and steps toward compliance to report at June meeting.
6. Dan to send e-mails to prospective Board members.
7. Officer transition meeting will be set up and held prior to next meeting.
8. Phil to submit Young CPA expenses to Kevin for reimbursement so year can be closed out.
9. Kevin will make requested edits to budget.
10. Kevin will send e-mail from Dr. Z to Susan regarding ethics dates.
11. Susan will send e-mails to Kevin re: CPE certificate language, Dan re: e-mail to prospective Board members, and Chapter Leadership Rally info to entire Board

The next meeting will be held June 11, 2014. It will be hosted by Phil at WEC.