

Tidewater Chapter Virginia Society of Certified Public Accountants
Board Meeting Minutes
June 12, 2013 @ Dixon Hughes Goodman VA Beach Office

Members in attendance: Brian Deibler (Secretary), Philip Redman, Dan Cook, David Bastiaans, Marsha Hahn, Diane Reed, Nicole J. Wood-Sabo, Randy Spurrier, Angela Tumwa (Vice-President), Debbie Acors, Kevin Stewart (Treasurer), and Deneen Keegan.

Members absent: Harvey Johnson, Susan Davis, and Angie Hetherington

President's Report (Angela filled in for Susan)

- Call to Order at Noon (12:00pm)
- Reading and approval of minutes
 - ❖ Deneen motioned, David 2nd
- Officers Transition Meeting – Held with Harvey, Angela, Brian, and Kevin in attendance and smooth transition
- Deneen/DHG to prep this year's Form 990
- Short discussion on the Non-Profit Day – Success, record turn-out, well received, good topics and plan to expand next year
- Girl Scout Event – Held April 27, 2013 – Went well with Angela, Debbie, Deneen, and several members in attendance

Vice-President's Report (Angela)

- President's letter has gone out with all dues notices
- Chesapeake Conference Center – discussion on menu pricing – Susan to continue conversation with CCC on menu options – discussion on plug-in stations for our CPE days and whether to rent from CCC or purchase our own – initial discussions as to whether to provide charging stations through-out, only first couple rows, or stations to the side – discussion to continue

Secretary's Report (Brian)

- Nothing specific to report
- Questions on Secretary duties – sign-in sheets and CPE certs for events, minutes, agendas – Brian to follow-up

Treasurer's Report (Kevin)

- Current results of operations reviewed
- Membership status
- Discussion on certain financial statement items
 - ❖ Board Designated Equity – from merger with Newport News Peninsula, Kevin to further investigate and make adjustments accordingly
 - ❖ Bond Portfolio – discussion on whether we should keep CD's or try to invest in to something more productive and income growing
 - Dan Cook asks what our policy is on investments – Angela to follow-up with our policy

- Wells Fargo did an analysis for us on investment options – waiting for policy and further discussions with board on making any moves.
- Discussion on credit card processing charges – Brian to send Kevin the agreement with Elavon to track whether we are being charged correctly.
- Reminder to Kevin to renew P.O. Box in October.

Standing Committee Reports

- Membership Committee – Brian/Nicole/Angie
 - ❖ Brian to send Nicole and Angie the VSCPA and Board of Accountancy listings to compare to our current database.
 - ❖ Draft a letter to send to prospective members once this analysis is completed.
- CPE Committee – Angela
 - ❖ June 17th Conference call scheduled
 - ❖ A&A – Debbie and Harvey – Still looking for speakers – possible topics discussed – possible expansion of A&A Day in the form of a panel discussion – bankers/bonding agents, etc.... some work to be done
 - ❖ SK Day – Kevin and Randy – all speakers booked, just need to coordinate getting presentations and what time slots all speakers will need – ended up turning away speaker from Dale Carnegie as double booking
 - ❖ Tax Day – Dan – all set and board is okay with reimbursement for travel/lodging for tax update speaker
 - ❖ Ethics Training – Dr. Z – trainings coming up a week in July and a week in August, 4 sessions each week with a new location – Tri-Cities, also have an ethics training in October after the SK Day

Vendors Discussion

- Brian to send Phil the CCC bills from last year to determine what rates should be for vendors in current year.
- Initial discussions would indicate no increase, but further discussion after menu options finalized with CCC

Website Update

- Membership database has been reset and dues are already starting to flow-in
- We now have the ability to put materials for our CPE days on the website and attendees can download.
- Diane and Harvey to have conference call with Bill Green to continue improvements and specifically the ability to link non-members to our database for purposes of prompting them for payment before confirmation
- In-Process

Young CPA's

- Discussion on having an event with Virginia Company Bank – initial thoughts is that the board was not interested in doing an event with a specific company, rather would be more beneficial to have a joint event with another organization that has multiple members from different companies as to not be partial

- Phil to get in touch with RMA (Risk Management Association) on doing a joint event, but to give us more time to organize and plan as the last invitation from them was too short of a notice

Other

- Next Meeting Date – August 14th at David Bastiaans office

Action items:

- Preparation of Form 990 by Deneen/DHG
- Susan to report on meeting with CCC
- Angela to update on status of charging stations for CCC events
- Angela to update on policy for investments within our organization
- Brian/Kevin to update on credit card processing charges
- Brian/Nicole/Angie to update on status of database comparison with that of VSCPA and BOA
- CPE Committee to update on conference calls
- Phil to update on pricing for vendors
- Diane/Harvey to update on website progress
- Phil to update on any discussions with RMA on event

Adjourned at 1:13pm