

Tidewater Chapter Virginia Society of Certified Public Accountants
Board Meeting Minutes
October 16, 2013 @ Wolcott Rivers Gates Virginia Beach, VA

Members in attendance: Susan Davis (President), Brian Deibler (Secretary), Kevin Stewart (Treasurer), Nicole Wood-Sabo, Angie Hetherington, Dan Cook, Debbie Acors, David Bastiaans, Randy Spurrier (conference call), Harvey Johnson, Philip Redman, Marsha Hahn, and Deneen Keegan

Members absent: Angela Tumwa (Vice-President) and Diane Reed

President's Report (Susan)

- Call to Order at 12:04pm
- Reading and approval of minutes
 - ❖ Dan motioned, Harvey 2nd
- Chesapeake Conference Center Update – need to discuss with CCC the issue with door noise, perhaps put signs up. During first all-day event, break packages need to be timed differently, food out first thing in morning as opposed to mid-morning, sodas will be paid for based on consumption, and coffee need to be out all day.
- Renaissance Hotel in Portsmouth – have contacted and Susan is in the process of getting some pricing for possible venue change of all-day events.
- ODU 5K – the chapter is happy to contribute and check has been cut.
- Chapter Leadership Rally – August 29th – Susan and Kevin in attendance.
 - ❖ Use VSCPA for posting events in Disclosure magazine and to use the “Connect” function to advertise and draw new members.
 - ❖ Evaluation should be changed to ask attendees for future speakers or topics as well as use the VSCPA for future speakers as well.
 - ❖ Other chapters are doing a panel format for their student night as opposed to round-table discussions, should consider changing to this format.
 - ❖ Circle of Excellence – This program is changing to be more of a goal setting function as opposed to other chapters feeling like they are failing for not reaching the circle of excellence standards.
 - ❖ We are still using the wrong logo on our website.
 - ❖ Storing documents on “Connect.”
 - ❖ Hampton Roads Chapter as opposed to Tidewater Chapter. Generally, everyone thinks with history attached, would not be in best interest to change.
- Website – non-member payment test almost finished and should be up and running before next year's events.

Vice-President's Report (Angela)

- Angela absent and all items addressed in Susan's President Report.

Secretary's Report (Brian)

- Brian is in process of getting all event materials to David, should be finished in full after the last all-day event, Tax Day.
- Brian is in the process of gathering all of the information needed for Debbie to conduct the audit of the chapter's books for the 2012-2013 fiscal year.
- Discussed a bit regarding a recent training attended in regards to how to serve on the board of a non-profit. Generally discussed how this training went and wanted to share with everyone more in detail of things we can accomplish.

Treasurer's Report (Kevin)

- Issued balance sheet and income state to date
- Looks good, membership is up and numbers are strong.
- A&A Day went slightly over-budget, but was expected with increase in fees by CCC.
- Harvey noticed the \$1,000 contribution to VSCPA Foundation was not yet made and board has instructed Kevin to go ahead and make this donation.
- Credit Card fees are down based on re-negotiations with Elavon.
- Investment Committee –
 - ❖ Conversation struck up again regarding investing the money currently sitting in CD's in to more aggressive and potentially bigger income buckets. Discussion to continue.....

Standing Committee Reports

- CPE Committee – Recent phone call was done and we are all set for Specialized Knowledge Day and Tax Day.
 - ❖ Toys for Tots will be attending the SK Day and Tax Day, need to announce to attendees and be sure to include on the flyer.
 - ❖ How long should we keep presentations on the website after the event? Generally everyone thought 30 days was enough
 - ❖ We should be removing the events and presentations from the website anywhere from the 15 days to 30 days after the event.
 - ❖ It was discussed that for the upcoming SK Day and Tax Day, we would not limit our attendees to 350, rather we would let run up to the 400 attendee limit per the CCC, fire code.
 - ❖ It was discussed that we must remind the speakers that they must stick to their time frame and fulfill the full 50 minutes so we are not at risk for handing out 8 hours for something less than this time spent.
- Membership Committee – Generally everyone thought that it was too late in the year to make a big push or initiative for a “new” members drive as the full-day events were pretty much booked. Nicole, Angie, and Brian to get together before dues renewal next year to get a listing of folks on the VBOA listing and the VSCPA listing that are not current members of our chapter and to send them a letter.

Young CPA's discussion

- Bowling Event is set for November 14th and invitations have been sent.
- Continue to have a discussion with RMA on possible future event.

Other

- Girl Scout Event is already planning for April 2014 and Deneen to provide more details as date approaches.
- Next Meeting Date – December 11th at WEC in Norfolk

Action Items:

- Susan to follow-up with Sylvia at CCC on changing the times of break packages, etc..
- Susan to follow-up with Renaissance Hotel in Portsmouth for quote.
- Brian to scan remaining packages to David.
- Brian to organize files for Chapter audit performed by Debbie.
- Diane/Susan to follow-up regarding website development.
- Kevin to send \$1,000 contribution to VSCPA.
- Brian/Dan to change evaluation forms for future events.
- Debbie to delete the A&A Day event and presentations from website.
- Brian/Nicole/Angie to discuss member listings and how to utilize.
- Phil to update board on bowling event and discussions with RMA

Adjourned at 1:12pm