

**Tidewater Chapter  
Virginia Society of CPAs  
Board Meeting Minutes  
April 25, 2018**

Present at this Meeting: Angie Hetherington, Nicole Wood-Sabo, Randy Spurrier, Jackie Fox, Ken Kwedar, Dan Cook, Susan Davis and Jennifer French

Diane Reed, Deneen Keegan and Angela Tumwa attended the meeting on the phone.

The board meeting was called to order at 11:53 by Angie Hetherington, President.

A motion was made by Dan to approve the Minutes of 1/10/18 and the amended minutes for 12/13/17 meetings. Ken seconded, all in attendance approved.

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

- Officer transition meeting: Angie reported we held the officer transition meeting. A subsequent bank meeting will need to be arranged to take Angie off of the bank documents and add Jackie onto them. Jennifer will hold the checkbook until that meeting takes place.
- Future Board Meetings will be hosted by:
  - June 13, 2018 – ODU
  - August 15, 2018 – CNU
  - October 10, 2018 – Susan Davis
  - January 9, 2019 – BDO (Nicole)
- Dues renewal and amount – Dues notice will be sent out with the President's letter. Amount and discussed later during budget and website conversations
- Letter from the president- this is underway with the intention of releasing it when the website is ready to take dues payments
- The ODU awards banquet: This was well-attended and believed to be a great event.

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

- Regarding the Tides Baseball Game – Debbie is coordinating that event with the new Tides representative.

- **Not-for-Profit Day- 6/12** scheduled date with no speakers yet. Dan to talk to Nick Prusch, Randy to check with Doug for a potential Fraud speaker, call to be scheduled ASAP to discuss (scheduled for 5/4/18)

**Secretary's Report (Debbie):** Debbie was not present. It was determined that Debbie should go ahead and schedule a CPE committee meeting ASAP to discuss Not-for-Profit Day and any potential speakers. Debbie submitted the following updates for us:

- **Tides Game -** I have confirmed our spot on Friday, June 29<sup>th</sup> for the Party Deck. Gates open at 6:00; Party Deck will be open for dinner from 6:00 to 7:30. Game starts at 7:05. We chose Menu #2: Hot Dogs, Pulled Pork BBQ, Fried Chicken, Potato Salad, Chips, Coleslaw, Cookies, Watermelon and Sodas. Cash bar. We paid a \$500 non-refundable deposit. Based on 120 people, the cost will be \$3,810.
- **Secretary Binder** will be turned over to Jennifer tonight at the ODU Banquet.
- **Minutes** from last board meeting have been circulated

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

- Jennifer presented the actual vs budget financial statements as of the date of the meeting. Hard copy was handed out and she let us know they were also uploaded to the website for those not in attendance.
- The budget was discussed. Annual website maintenance was suggested at \$2500. This would cover the bill already in hand for the next year plus an additional 5 hours for support.
- We were notified we might have to pay a room charge for having the Ethics sessions at ODU facilities. We did not change the budget for it. Randy was to Dr. Burnette about waiving it for us.
- We discussed a \$5000 per year reduction on the Board Designated Scholarship fund. Jennifer will post the entry when closing the books for April 30, 2018 and Jackie will do so when she closes the books for April 3, 2019.
- Even with the reduced budget for the website, we all agreed we would be budgeting at a loss for the next fiscal year that was significant enough to warrant an increase in the dues for the next year.
- Dan made a motion to increase dues by \$20 per member, Susan seconded and he increase was passed unanimously without opposition by those in attendance.

### Standing Committee Reports:

- Website (Diane):
  - Diane is working with them to have members pay for the event and then register.
  - We are getting set up to have an admin person be able to renew multiple members using their VSCPA numbers and then pay for the “cart” using just one credit card transaction
  - Lifetime members can be listed on the face page but it is a manual process
  - We are going to fix our logo on the CPE certificates to be less blurry
  - The website should be ready to accept credit card payments by 5/7. It was decided that the President’s Letter will be ready by 5/10 so that it can be sent out at the same time as the dues notification
  - During the CNU meeting in August, Diane will give some instructions on how to do the routine things on the website.
  - The vendor issue has been fixed. They are no longer listed on the first page and they are not linked anymore

### Young CPA Committee Update:

- Jackie reported that The Board Room is VA Beach did not have much interest. – Only 8 registered members. Trying to drum up more interest. We might think about moving the date into May next year
- Nothing is planned for late summer year yet

### CPE Committee Update:

- NP Day is having difficulty getting speaks. None have committed.
- Date of CPE conference call- Nicole to assist Debbie with scheduling it ASAP
  - Chairs for 2018 CPE Days:
    - A&A Day – 9/12/18 Angela – 2 sessions already filled
    - S.K. Day – 10/17/18 NOT Susan- We need to find a new chair
    - Tax Day – 11/14/18 Dan

**Audit Committee Update:**

- Ken was given the box of documents at the meeting that should only be missing a couple of payments for the fiscal year. Jennifer let us know that everything through February was uploaded to the website already and she would complete the upload. Ken has access to those files and will review everything online.

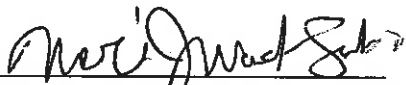
**Scholarship Update (Ray):**

- Randy let us know he was on the VSCPA Scholarship committee and would be looking to poach some ideas for getting more applicants.
- It was agreed that a fall notification to students should have the best results.

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

At the adjournment of the meeting, Nicole presented the Past President's recognition award to Angie. We all thanked her for her service. The TCVSCPA Gavel was passed to Nicole.

Respectfully Submitted,

  
Nicole J. Wood-Sabo, CPA  
President, TCVSCPA