

Oregon Society of Enrolled Agents
Board Meeting
Wednesday, January 14, 2004

The meeting was called to order at 10:30am by President Peter Mar. Present were Peter, Vice President Michael Addington, Secretary Ardee Baxter, Treasurer Phyllis Wilson, Directors: Marv Carlson, Sharon Falardeau, Jayne Williams, Susie Gregory, and Committee Chairs: Sue Bladorn, and Barry Schweigert.

Peter expressed thanks and appreciation to everyone attending the meeting and asked Michael Addington to read the OrSEA mission statement.

The October meeting minutes were previously posted on the OrSEA website. They were reviewed. Marv Carlson moved that the minutes be accepted as written; Sharon Falardeau seconded the motion. Motion passed.

The agenda was revised to include New Business: the Chapter Funding Task Force Report, Past Officer/Director & Alumni Committee, and the Mentor Program, with adjournment scheduled for 3:00pm. An attempt was made to record and estimate the time it required to present each director's report.

Peter Mar gave his **President's report** which includes his **Website Subcommittee** report, and his **Strategic Planning Committee** report; a copy of which is attached to these original meeting minutes. Due to the technological changes and aging of the profession, Peter would like to submit a letter to Beanna Whitlock, IRS Director of National Public Liaison, to promote awareness of issues facing practitioners and stakeholders. Peter announced that NTPI will be held in Washington, DC August 23-25, 2004, and requested all members to vote for the new NAEA president-elect.

Sue Bladorn gave the **Communications/Website Committee** report, a copy of which is attached to these original meeting minutes. Sue announced the availability of the first electronic newsletter on the OrSEA website. She planned on sending out a postcard to all members to see who requires a paper version of the newsletter. The planned publication dates for e-newsletters are April 30, July 31, October 31, and January 31 of each year, and articles should be submitted in electronic format as a MSWord file attachment one week prior to the dates scheduled. Sue requested direction regarding author's qualifications for article submission. Old newsletters will be kept on the website. Peter Mar asked if we wanted to have articles or links on our newsletter/website for CPAs and attorneys. The general consensus was yes, however we may need to add a disclaimer to limit our responsibility. Phyllis Wilson requested that she receive a more detailed billing from the website maintenance contractor. Peter Mar requested a printout from Phyllis for past invoices, and he will take care of this.

Peter Mar presented the **Website Subcommittee** report, a copy of which is attached to these original minutes. The person Peter originally mentioned in October for ongoing website maintenance is no longer available for the project. Peter said that in the future the website will have a new forum available for communication. It will be the "Web Board" where OrSEA members can submit information directly to the website. It will be similar to a "bulletin board." Peter did a lot of research to keep OrSEA costs low. Peter Mar and Sue Bladorn will review all

articles submitted for the website, and if they need additional review/input they will request member assistance. Sue Bladorn made a request for articles on imputed interest. Susie Gregory will get a link regarding the new timber tax for inclusion on the website. Sue Bladorn stated that address and phone numbers of board and committee members need to be added to the website.

Phyllis Wilson presented a written **Treasurer's and Budget/Audit** report; a copy of which is attached to these original minutes. A few changes to the budget presented were noted: Convention 2004 budget should be \$12,500 instead of Convention 2003; Communications-Website should be budgeted as \$2,500 instead of \$1,200; Convention-National/OrSEA Officers Expense should have a budget of \$2,000 instead of \$1,600. These changes to the budget will result in a budget deficit of \$5,965. Phyllis Wilson made a motion for a one-time reimbursement from OrSEA to Sue Church for attendance of the past NAEA National Convention due to Peter and Sue Church being the only attendees. Michael Addington seconded the motion. Motion approved. Placer Insurance has told Phyllis that Marissa at NAEA needs to be contacted to get OrSEA added to the liability policy again. Phyllis requested from Barry Schweigert deposit information and expenses involved for the Quickfinders. Phyllis would like the 2004-2005 chairs to submit their budgets. Phyllis asked Barry to provide her with an alphabetical member list. Phyllis is tracking the one time \$18 fee from new members and their chapter affiliation. She stated that funds will need to be transferred from the savings account to the checking account. Peter Mar requested committee chairs to get their 2004-2005 budget figures to Phyllis. Marv Carlson said the IRS Practitioners Forum had a profit of \$6,618.

Sue Bladorn gave a written **Chapter Funding Task Force report**; a copy of which is attached to these original minutes. Peter Mar said he and Michael Addington had previously discussed a 10% funding figure. Michael said funds distributed from OrSEA to the chapters will need to be specifically identified as to what the chapter will do with the funding. Peter Mar suggested a "head count" option with an annual ceiling might be easy to track, and could also include a non-member "head" for funding. This could help OrSEA/chapter membership. Michael Addington suggested lowering the figure to \$5/head, and stipulate that it would only be available for meetings with a minimum of two hours of CPE (equals a special event/function). The committee will write a motion and email it to task force members: Michael Addington, Peter Mar, Marv Carlson, Sue Bladorn for action at the May 2004 board meeting.

There was no **Scholarship/Awards Committee** report, as Bev Stone was not able to attend the meeting. Sue Bladorn will contact Bev since she is on the committee. Sue Bladorn requested that Peter Mar give her the name of the recipient of the President's Award.

Sue Bladorn gave a verbal **Historian Committee** report. Sue said the OrSEA scrapbook is falling apart. She will tape the old one together, and start a new one, as she cannot find a replacement binder. Sue requested 2004 Convention flyers from Michael Addington for the historian.

Michael Addington gave a written **2004 Convention Committee** report; a copy of which is attached to these original minutes. Michael distributed 2004 Convention flyers to Susie Gregory for the Oregon Department of Revenue and speakers. Michael printed 3,000 and will be mailing 2,500. Barry Schweigert will provide member address labels to Michael. Michael will also be mailing the flyers to non-member Oregon/Washington EAs, attorneys, and CPAs from a database that he created. It was determined that the flyer should not be mailed to Oregon LTCs, instead an ad should be put in the OATC and OSTC newsletters. Barry Schweigert will check with NAEA

to see if emails are being captured in their database, and will broadcast convention information instead of postal mail to save postage. Barry will also make sure the OrSEA convention is listed on the NAEA web page. Michael Addington said the email and website information should have been added to the convention flyers. Michael will add it to the convention committee notebook for future use by the committees. Peter Mar requested that Steve Hogue be contacted regarding the convention. Sue Bladorn noted that the Annual General Membership meeting had been omitted from the convention schedule on the flyer. OrSEA is required (per the Bylaw rules) to hold the meeting as well as notify members in advance of the meeting and the names of nominees for the 2004-2005 board positions. This information will be sent via an email broadcast and put in the next newsletter. Michael Addington said the originally discussed Public Forum EA Question & Answer Panel will be replaced by a Small Business Development Forum with vendor tables (see the tentative schedule). A Resource Guide will be generated by Michael and available for a \$25 vendor table contribution. The general consensus was that the Small Business Development Panel was a good idea. The Annual General Membership meeting will be held on Wednesday, May 26th from 3:00-5:00pm in the Hospitality Room of the Shilo Inn in Bend. OrSEA is still in need of auction donation items. Michael Addington felt the convention committee needs to split up the monetary duties to ensure no potential for fraud exists. Phyllis Wilson said she will use a spreadsheet to list registration attendees and amount of payment to create convention name tags, and use sign in sheets to keep anyone from attending the convention for free. Susie Gregory is still waiting for information from the attorney to determine how many hours will quality for their CPE. Phyllis Wilson said only guests have to pay for the banquet meals, CPE attendees to both days of seminar have their banquet meal included in the registration fee. Marv Carlson mentioned that lunches are also included in the CPE registration fee. Phyllis Wilson reminded Michael Addington to order lunches for convention speakers and vendors, however, it is best to order less than you need, as it is easier to add more.

Michael Addington gave a **Public Relations Committee** report; a copy of which is attached to these original minutes. NAEA requested state EA affiliates to contribute funds for sponsoring Bob Brinker's MoneyTalk national radio show. NAEA received contributions exceeding their original request. Michael has not been receiving Press Releases lately. Michael submitted an article for publication in a local Bend paper. Peter Mar will be adding press releases/links to the OrSEA website, under the "news" category.

Susie Gregory gave a verbal **Education Committee** report. Susie said the Friday, May 28th convention schedule needs to reverse speakers Nancy Goedecke and David Mellem. Michael Addington needs the speakers to forward their educational material to him by May 10th in order to generate the required copies for attendees. Susie Gregory said the convention education has been approved to allow CPE credits for CPAs. Susie mentioned she did not have anything similar for Investment Advisors, and Michael Addington felt it was not worth pursuing.

Peter Mar presented the request by Emmy Bratton for an education fund in memory of Chuck Bissel. After discussion it was determined that we could not rename the Lou Scafidi fund, however, it would be fine if the chapter wanted to do something locally.

Sharon Falardeau gave the 2005 **Convention Committee** report; a copy of which is attached to these original minutes. Sharon suggested inviting high school or college students to the convention. Michael Addington mentioned the 2006 Convention Committee needs to be added to future meetings, and should be added to New Business.

Peter Mar gave a verbal **Ethics Committee** report for Jim Coplin who was not present. Jim still wants to be the Ethics Chair. There are no reports of ethics violations at this time. Jayne Williams said ethics is not being addressed at the state level even though it is now a part of the required CPE for EAs. Michael Addington said the IRS has not even finalized qualified CPE at this time.

Marv Carlson gave a verbal **Government Relations Committee** report. The first meeting of the IRS Tax Practitioners Group has three possible dates scheduled, 10/22/04, 10/29/04, or 11/5/04. The date and fee will probably be determined at the next meeting in May. This year's IRS Forum attendance was a little less than in previous years, 136 attended (15 OrSEA members, 77 CPAs). Next year's topic idea is "Cradle-to-Grave." Marv attended the 12/10/03 Oregon Department of Revenue meeting which was the last one until the fourth Friday in April. The Tax Board is trying to get more records and information available to meeting attendees. A new investigator has been hired in the enforcement division. Marv Carlson proctored the last LTC exam held in Salem with approximately 200 taking the test.

Jayne Williams gave a verbal **Bylaws Committee** report. Jayne has not received anything from NAEA recently and wondered if there were any major changes at the national convention in August. Peter Mar said there were some changes, but perhaps not as major as was originally thought. International affiliate membership is one new by-law issue that passed, and a few other smaller issues. Jayne stated a major one that would affect our state by-laws would be if non-EA memberships were allowed. OrSEA is already on target with that issue, and is trying to keep OrSEA by-laws as closely aligned with National as possible.

Barry Schweigert gave a verbal **Membership Committee** report. Barry has rebuilt the OrSEA membership database, and will give a list sorted by zip codes to Michael Addington. Keeping the email address part of the database current has been difficult. NAEA is not keeping their database up to date and it is overriding Barry's data whenever he downloads from NAEA. Michael Addington asked whether there has been any new member information or follow up occurring. Barry said, not at this time. Phyllis Wilson requested a membership list in alphabetical order, then she will print from July 2002 forward for Barry to send OrSEA new member welcome packages. Phyllis will order a new OrSEA seal.

There was no **Nominating Committee** report. The list of nominees needs to be publicly broadcast 90 days before the May 26th meeting. The following positions can be re-elected: President, Vice President, Secretary, Treasurer, North Director, South Director.

Peter Mar gave his **Strategic Planning Committee** report; a copy of which is attached to these original meeting minutes. Peter has become more aware of what IRS is doing, positioning ourselves for the future, and aligning OrSEA with national as Jayne Williams mentioned. Michael Addington said the NAEA EAlerts issued show how much national has changed their mission.

There was no **Unfinished Business** to discuss.

New Business: Peter Mar said the NAEA's PR drive for funding from state affiliates had already collected enough money, and did not need to be addressed by OrSEA at this time.

Michael Addington requested the chapters give their contact information to him for the OrSEA brochure. Sue Bladorn stated just the chapter names should be listed in the brochure with reference to the OrSEA website for further information. That will help keep the brochure current.

Michael Addington sent a letter regarding the idea of a Past Officer/Directors Alumni Committee to all past OrSEA Presidents inviting them and their spouse to the convention banquet. Michael had only received one answer from Chuck Bissel, who has now passed away. Michael will resend the letter now that the convention brochure is complete. The Past President could become the committee chair. Phyllis Wilson and Peter Mar thought this was a great idea, requiring no commitment from the committee members other than getting their input/opinions and keeping them involved in OrSEA.

Michael Addington would like to see someone from OrSEA keep in contact with new members and get their involvement in the organization under the Mentor Program/Committee. Peter Mar felt that this would need to be accomplished via the chapters due to geography. Michael felt it might help increase membership. Phyllis Wilson receives a new member list monthly from NAEA, but it does not have addresses. Barry Schweigert and Michael Addington believe the list does have addresses. Phyllis Wilson and Susie Gregory feel this is a great idea, although it would be hard to accomplish right now due to tax season. It was decided to form a Task Force to create criteria and addresses in May at the general meeting, or perhaps in July.

With the IRS proposing some form of licensing criteria for all states, Barry Schweigert believes that between now and fall OrSEA needs to get a program going to get more EAs, promote the SEE exam, and new membership. Barry said a link should be added to the OrSEA website promoting SEE study courses.

Michael Addington requested notification of any resources we may have for the 2004 Convention Small Business Development Forum.

New business to be discussed at a future meeting will be an "800" phone number and answering service. Peter Mar wants to know if OrSEA wants the 2006 convention location to be rotated to a pleasant place to attend, or determined based on where it will draw the most attendees. Michael Addington stated that if you want to do something with locals (i.e. vendors, the public, professionals) during a convention you need to have members there. A committee chair for the 2006 convention is needed with a possible location being the coast.

Phyllis Wilson moved and Sharon Falardeau seconded that the meeting be adjourned. Motion passed, the meeting was adjourned at 3:06pm.

Respectfully submitted,

Ardee Baxter, Secretary