

**OREGON SOCIETY OF ENROLLED AGENTS
BOARD MEETING MINUTES
Jan 05th 2011**

- I. Call to order:** President June Brock called the October meeting to order @ 10:13am and The OrSEA Mission statement was read by Ira Rosenberg.

In attendance: 5 Officers: President, June Brock, Vice President Ira Rosenberg, Secretary, Marie Linders, Treasurer, Kirkwood Donavin, and by proxy, Past President, Sue Bladorn.

Also present: Directors, Committee Chairs & Members and Guests: Katy Giovinco, Dale Marino, Laura Waggoner, Janiese Norris, Dea Williams and by proxy Denise Bean.

- II. Minutes: Marie Linders:** The October 20th, 2010 minutes were read by Marie Linders. Apart from a few grammatical corrections, the date of the 2012 conference was changed to be; board meeting May 23rd, conference May 22nd – 24th. Kirkwood Donavin moved the minutes be accepted as corrected, Dea Williams seconded and the minutes were approved as corrected.
- III. Agenda: Revisions and Time Frames:** On the agenda June added Janiese Norris under “Media/Public Relations” and under “Government Relations, DOR” changed from “need new person” to Dale Marino.
- IV. Treasurers Report: Kirkwood Donavin:** Treasurer, Kirkwood Donavin presented the Balance Sheet, P&L Budget vs. Actual and GL reports as of December 31st 2010. A copy of which is attached to these minutes. Kirkwood reported that he opened a one year CD with \$10,000.00 in October. He moved the \$3,500.00 CD that matured in November to the checking account, and he will have to make a decision about what to do with the additional \$10,201.17 one year CD that is due to mature February 2011. He will discuss it with June when the time comes. We have \$18,000.00 left in the budget for the May conference, and he asked that we relay that information to Barbara Craven. He also brought a copy of the 990 for signature; he will send a copy to Marie. June asked that he send a copy to the Historian. Dea Williams moved that we accept the financial statements as presented, Ira Rosenberg seconded, motion passed.

AUDIT REPORT: Denise Bean: No Report.

- V. **PRESIDENTS REPORT:** June Brock: June asked Janiese Norris to share the new pamphlet she'd been working on with the board; Janiese opened a copy of it on her computer for our review. This pamphlet is to be used to tell those non-enrolled, as well as those enrolled and non-members about OrSEA. Marie asked that the final draft be emailed to the board members when it's completed. June then turned the floor over to Ira Rosenberg so he could share about the APEX meeting he attended with Janiese. Ira reported that all sponsors of continuing education will have to have their courses pre-approved by OPR after September of this year. In the past the providing organizations got approved and then any courses were automatically approved. In the future all courses will have to be approved each year by filling out form 8498 and the providers will have to make sure that all attendees sign in and sign out. Sponsors' will be able to obtain OPR approval after the fact if necessary however CPE slips will need to contain the approval number on them. June then asked if the organization providing the education or the presenter would be responsible for obtaining the approval. Ira replied that in the past we have not had to register our conferences but he sees that in the future we will have to provide the course outline to the IRS ahead of time. This will change the way OrSEA will have to handle future conferences.

Ira also reported that the IRS will not be rejecting tax returns that don't have PTIN's however they will be able to go after the preparers. If you work for a CPA, EA, or attorney you will have to have a PTIN; however you will not have to have CE, or testing. While OPR is currently handling these issues, in the future, OPR will only be handling issues of ethics and disbarment, with a new organization within the IRS handling the issues of registration, licensing and education. NAEA was asked by the IRS to propose guidelines of what they want for continuing education and how to handle it. The fee for the PTIN will be \$64.25 per year. EA's will have to pay \$30.00 each renewal period for their renewal.

On the issue of changing the name of enrolled agents; Ira handed out a copy of the report from the strategic marketing group hired by NAEA a copy of which is attached to these minutes. Additional surveys will be conducted of the membership and the public at large, again more to follow on this issue.

Ira also handed out was a copy of the NAEA's affiliate manual and a staff list by departments. A copy of which is attached to these minutes.

VI. DIRECTOR AND CHAPTER REPORTS:

- A. North Directors:** Dea Williams / Dale Marino: Dale Marino provided a written report, a copy of which is attached to these minutes. Dea Williams no written report, but Dea shared that she is interested in putting together a curriculum that focus' on OIC, filling out 433A and case studies. June asked her to put together a model and submit a proposal. She also shared that she will be spending more time in Florence and she's really no longer in the "North" and would like to take the "At Large" directorship.
- B. Central Directors:** Denise Bean /Margaret Atchison: Kirkwood submitted a copy of a letter that is to be sent to the EA's in the Lane County area in attempt to start a chapter in this area, a copy is attached to these minutes. Margaret Atchison: No Report.
- C. South Chapter Directors:** Phyllis Wilson/Laura Olsen: No Report.
- D. At Large Director:** Barbara Craven: Barbara Craven faxed a copy of her letter of resignation of the "At Large Director" and 2011 conference chair. Dea volunteered to help with both of these positions. Ira said that he would talk to Sue Bladorn about putting her on the ballot for May. June said that she would like Dea to concentrate on the awards and scholarships, she and Ira will handle what remains to be done on the May seminar.

VII. COMMITTEE REPORTS:

- A. Communication/Website:** Ira Rosenberg: Ira reported that the website has been updated.
- B. Budget/ Audit:** Kirkwood Donavin: Under Treasurers report.
- C. Scholarship/Awards:** Dea Williams: Dea No Report, Dea is looking for silent auction items, Ira said he will send an email out shortly about the May conference and he will ask for donations for the silent auction items.
- D. Historian:** Sue Bladorn: No Report.

E. ANNUAL CONVENTIONS:

1. **2011** – Barbara Craven: Salem. Salem Board meeting May 23rd 5/24-05/26, 2010: Phoenix Grand Convention Center. See discussion under committee reports above.
2. **2012** – Maddy Gaoiran /Sue Church: Board meeting May 21st 5/22-5/24/2012: The Best Western Inn at Face Rock. Sue Church reported by email that the location is set, no education yet and she needs a copy of the convention manual.
3. **2013** –Denise Bean/ Dea Williams: Best Western Hood River Ira and his wife went out to the Best Western, very nice location, they have two rooms if we have 40 people the room is free. Lunches \$12.00 plus 18%, Dinners \$23.00 plus 18%, rooms \$99.00 single or double \$119.00 river view. The board decided that we should go with location.
4. **2014** - Eugene? Possibly the Hilton? No Report. June will talk to Sue Bladorn to see if she got any information about the Hilton.

F. EDUCATION: Chair, Susie Gregory: Not in attendance/No Report, but June spoke with Susie yesterday and she is working on helping us get education for the May seminar.

G. MEDIA / PUBLIC RELATIONS: Janiese Norris: No Report.

H. ETHICS VIOLATIONS AND CIRCULAR 230: Denise Bean: No report. June emailed Denise and spoke to Sam and found out that any ethics violations would be reported to the president by NAEA. We haven't had any in a long time.

I. GOVERNMENT RELATIONS:

1. **IRS** – Michael Davidson: No report.
2. **DOR** - Dale Marino: Prepared a written report, a copy of which is attached to these minutes. Some things to note are ODR website has a place to verify tax payments. Oregon will not spend the money to send speakers to seminars unless there are at least one hundred people and for Oregon as of now Oregon is not connected to Federal law, but he spoke with Steve

Prukeypile with ODR and Dale was told that Steve believes that Oregon will probably reconnect with Federal at least with personal income. Liaison meetings are going to be held four times a year instead of monthly.

- 3. Tax Board-** Need a new person. Dale Marino reported that he attended a meeting back in September and the Tax Board has a proposal to require license numbers to be on all printed materials and advertising. The next meeting will be tomorrow. June asked Dale if he would be interested in being our contact for these meetings, he said he would; however he doesn't like the way the meetings are formatted, they are closed to the public in the middle and then later in the day reopened. Dale posed a question to Dea to see if they couldn't discuss the part of the meetings that are closed to the public before so he wouldn't have to hang around for the split shift of these meetings. Kirkwood reminded us that we could reimburse for mileage to these meetings.

- J. Bylaws -** Caty Giovinco: No written report, but Caty reported that in an attempt to update of bylaws, she went to the NAEA website so she could compare ours to theirs and found that the bylaws are out of date, so she has decided to sit on this project until national gets their bylaws updated. Ira suggested that Caty call an employee of NAEA and ask them to get her an updated copy.

- K. MEMBERSHIP:** Janiese Norris: Reported earlier under the presidents' report.

- L. NOMINATING COMMITTEE:** Sue Bladorn: provided a written report of her proposed slate of officers, a copy of which is attached to these minutes. Marie agreed to run for the VP position. We need a Secretary; Ira sent an email and got one response from someone that is not currently a member. Caty read in the bylaws that only members in good standing may be members of the board. We also need a North Director and Director at Large

- M. POLICIES & PROCEDURES:** Sue Church: Not in attendance/ but June shared from Sue's email that Sue is still working on the policy and procedures and she will bring them to the May meeting.

VIII. NEW & PENDING BUSINESS:

IX. STRATEGIC PLANNING COMMITTEE:

X. GOOD OF THE ORDER: Future meeting dates are July 13th and October 19th

XI. ADJOURN: FUTURE MEETING DATE: Our next board meeting will be May 5th 2011 at the Phoenix Grand Convention Center @ 10am. There being no other business to discuss Denise Bean moved that the meeting be adjourned, Phyllis Wilson seconded. Motion passed. The meeting was adjourned 2:10 pm

Submitted by,
Marie A Liners
OrSEA Secretary