

Oregon Society of Enrolled Agents

Board Meeting

Tuesday, May 20, 2003

The meeting was called to order at 1:20 pm meeting by President Mary Lunceford. Present were Mary, Vice President Peter Mar, Past President Tony Bardi, Secretary Susan Bladorn, Treasurer Phyllis Wilson, Directors; June Brock, Susie Gregory, Michael Addington, Barbara Craven, Marv Carlson, Bev Stone, Guest David Hatt & Member Laurel Crenshaw. Communications Committee Chair Jayne Williams also attended.

Phyllis Wilson suggested that the minutes include the stated actual bank balance. Susie moved; Bev Stone seconded and the motion passed. Mary welcomed everyone and we introduced ourselves. Mary read the Mission Statement of OrSEA.

Guest David Hatt, NAEA Director, gave us an update on what's going on with national. NAEA's mission statement was changed; he reviewed those changes. He reported that the average age of NAEA members is 61 years of age! They are hoping to attract younger EA's. Phyllis asked about website info regarding H&R Block affiliates get a discount. David explained how the membership committee and the board decided to give a group discount.

Phyllis reviewed a written **Treasurer's** report, a copy of which is attached to these original minutes. Current balances are as follows: Checking Account \$11644.95 CD #1 \$4358.33; CD#2 \$4321.47; Lou Scafidi Education Fund savings \$3481.36; Savings Account \$6166.48; Total \$29972.59. Jayne Williams submitted bills for the newsletter & telephone costs. Her costs went over budget and the board discussed making an adjustment to the budget to pay those costs. Phyllis moved that the budget item for communications be adjusted to increase to the amount Jayne spent. Peter seconded; motion passed. We reviewed the preliminary proposed budget prepared by Phyllis. The budget items were discussed and adjusted. Peter Mar reported that the "member only" portion of the website will need additional cost to get up and running. He is expecting a quarterly maintenance fee that the \$1000 should cover the annual expenses. Jayne reported that each mailing costs approximately \$250. The board discussed the timing that we should be proposing and approving the budget each year. It was decided that it should be submitted and approved in January of each year, for the following fiscal year. Jayne Williams suggested that the committee review the board's input and then submit this final budget for approval at the July/03 board meeting. Phyllis Wilson suggested that one of the people that we help fund to the National Convention would be the Education Committee Chair. Phyllis also asked the Board for information on the insurance policy. Tony Bardi suggested that she contact an NAEA representative to find out about renewal of the policy. He thought that the bill came sometime in May. Phyllis suggested that the Board turn in all of their committee costs to get a more realistic view of operating costs. Discussion focused on the education costs and where they are accounted for. Speaker costs have been included in the Convention costs. Susie Gregory has more costs than she

has submitted and the board discussed an increase to that committee budget. 2003 Convention speakers costs were \$1600 purchased at the National Convention Auction, plus we pay travel costs. The board discussed separating the "Education" budget. Tony Bardi announced that the Mac Chapter is planning a 6 hour seminar in the fall with Patty Logan speaking.

Susan Bladorn reviewed written **Awards & Historian Committee** reports; copies of which are attached to these original minutes. The Founders and Presidents Awards recipients have been chosen. Recognition for those awards will be given at the Banquet.

Jayne reviewed a written **Communications Committee** report, a copy of which is attached to these original minutes. She discussed the current telephone service and possible changes. There is an answering service that could be hired. Jayne will continue maintaining the phone and fielding those calls until a change is decided on. The newsletter for May/03 will be changed and mailed bulk mail. Phyllis suggested that the new officers for 2003-04 be listed in this newsletter if possible. In July/03 Susan Bladorn will be the new Editor of the Newsletter and will work with Peter and Barry on getting up on the website and sending by e-mail to the members.

Phyllis reviewed a written **2003 Convention Committee** report, a copy of which is attached to these original minutes. The board discussed the correct procedures for the hotel room for the Convention Chair room. The committee suggested that the room fees be paid for the chairs and past year procedures were discussed by the Board. The committee requested clarification on that cost. Phyllis moved that as part of the convention budget the lodging room costs for the convention chairs be included and that it be paid for this 2003 year and future years. Michael Addington seconded. Discussion included that there be a maximum cost. Phyllis amended the motion to a maximum of two rooms, at the facility of the convention site. Michael Addington agreed to the amendment. The motion passed. Jayne Williams requested that folks take pictures with the disposable cameras that will be around during the seminar.

Barb Craven & Michael Addington reviewed a written **2004 Convention Committee** reports, a copy of which is attached to these original minutes. Michael reported that the River House canceled their interest in our group when he gave them our average room count. He has made arrangements with the Shilo Inn. Plans are being made.

Mary Lunceford gave a verbal report on the **2005 Convention**. Sharon Falardeau has done some research on possible locations and the Coast and Kaiser/Salem area were being considered. An ODR tour may be available in Salem.

Susie Gregory gave a verbal **Education Committee** report. Seminar highlights include David Hatt speaking on AMT; and Vickie Mulak, on "Pass Through Entities" for 3 hours and liquidations for 1 hour. Don Thorn, LTC will be speaking on Oregon Employment laws regarding Pass Through Entities. IRS will be speaking during two separate sessions. Kristen Emminger will speak on abusive schemes and two other IRS representatives will speak on criminal/circ 230. The Dept. of Revenue will speak for two hours and will be

reporting the latest legislation. On Friday, Frank Degen will be testing our tax IQ's. Susie Gregory requested that the 2004 Convention Committee coordinate with her for the education topics to be targeted for the education and speakers. She also suggested that we possibly include the Tax Board for 2004 or 2005.

Mary suggested that we replace the **Ethics Committee** chair. No report received.

Marv Carlson gave a verbal **Government Relations Committee** report. The IRS Practitioner Forum will be held Oct 24, 2003 at the Holiday Inn in Wilsonville. Marv needs to respond to the Forum Committee with a signed agreement form. He will fax the form to Mary for a signature. He reported that they are in the process of changing the mechanics of the mailing. Info will be coming. Tony questioned the budget line item appropriating \$125 costs. That item was for a mailing. That item can be eliminated.

Marv also gave a verbal **ODR Liaison** report. Marv attends most of the monthly meetings. They are always held on the fourth Friday of the month. No meetings are held during tax season. Meeting notes are included on the ODR website. He encouraged us to visit the website and attend the meetings. They are very informative. In addition Marv gave a reported on the **Tax Board Liaison**. He requested clarification on costs of board minutes. The board directed him to submit the billing for those minutes to OrSEA. He suggested that we make a recommendation for the Tax Board opening coming up. We have had no requests from the Tax Board for our recommendation. Jayne Williams has been working with the Board and Legislation on EA representation. Marv & Jayne attended the hearing with the House of Representatives. The issue got tabled after their testimony. All organizations have agreed to wording and the committee will make sure that they continue the work on this issue.

Tony Bardi reviewed a written **By Laws Committee** report, a copy of which is attached to these original minutes. The Nominating Committee work referred to the By Laws for clarification. Directors continuing their 2nd year of two year terms are Marv Carlson as North, Barb Craven as Central & June Brock as South. The 90 day notification rule applies. The Nominating Committee's slate of officers are as follows: President, Peter Mar; Vice President, Michael Addington; Treasurer, Phyllis Wilson; Secretary, Ardee Baxter; North Director, Sharon Falardeau; Central Director, Jayne Williams; At Large Director, Susie Gregory. A motion will be made at the general meeting to waive that requirement and accept the slate of officers as stated.

Michael Addington reviewed a written **Public Relations Committee** report, a copy of which is attached to these original minutes. He showed the letterhead and reviewed the options available with the press releases. He will e-mail the letterhead file to be included in the website. He also gave us a list of available press releases. He can e-mail any of the press releases to us for our use. Tony suggested that we personalize the press releases and send them to our local newspapers and press. He suggested that we customize, print and fax to the local media. They will contact you for e-mail if interested so they don't have to type and reprint.

Peter Mar reviewed a written outline of the **Strategic Planning Committee** report, a copy of which is attached to these original minutes. Marge Atchison, committee member was unable to attend. He suggested that we all visit the website. He reviewed the suggestions that members have made for changes and additions to the site. The member only portion is not quite ready but is in the works. He would like to add educational opportunities, licensing info and networking links. Website communications are key for Strategic Planning. The Transition and Strategic Planning Committee meeting is tentatively planned for 10 am July 30, 2003 at the Gateway Mall Springfield. Phyllis Wilson will call the meeting place for the facility reservations.

Peter also suggested that we take advantage of having credentials listed with NAEA, which will be listed in the directory. Renewal forms can be used to include LTC and other listings.

Unfinished business: The Board was reminded that mileage is not allowed as a travel reimbursement when going to the convention board meeting. Historically, the costs for the meetings were pretty high due to varied locations. Past Board of Directors had made a cost savings cut by eliminating this expense. The Strategic Planning Committee was directed by the Board to make suggestions regarding those unreimbursed expenses. Discounts for new members to the convention were suggested.

Tony reviewed the costs in the budget that are available for officers to be sent to the national convention. We need to set up the process for the application of the funds and selection of the recipients.

Barry Schweigert, the **Membership Committee** Chair was not in attendance. No report was given. Peter said he has a membership list available by e-mail.

Tony moved and Phyllis seconded that the meeting be adjourned. Motion passed. Meeting was adjourned.

Respectfully submitted,

Susan Bladorn, Secretary

...orsea minutes 503.doc