

Oregon Society of Enrolled Agents

Board Meeting

Tuesday, May 25, 2004

Bend, Oregon

The meeting was called to order at 1:30 pm by President Peter Mar. Present were Peter, Vice President Michael Addington, Past President Mary Lunceford, Treasurer Phyllis Wilson, Directors; June Brock, Susie Gregory, Barbara Craven, Marv Carlson, Sharon Falardeau, Jayne Williams, prior past President Tony Bardi; Committee Chairs; Barry Schwegert and Susan Bladorn; and members Sue Church and Laurel Crenshaw. Secretary Ardee Baxter was unable to attend. Susan Bladorn volunteered to take the minutes as Secretary Pro-Tem. Tony Bardi read our mission statement. Peter asked if there were any changes to the agenda. None were requested. Peter announced that June Brock had been quoted in the news during tax season. The article was given to the Historian for our archives.

Peter welcomed everyone to the meeting. He reviewed a written **President's report**. He suggested that the chapter directors bring a report to each Board meeting consisting of a written summary of chapter activities. He announced that NAEA has changed their annual meeting/convention event. We will need to re-consider our policy on sending delegates to the convention.

Phyllis Wilson moved that the prior meeting minutes be accepted as written. Sharon Falardeau seconded and the motion passed.

Sue Bladorn reviewed a written **Communications/Newsletter Committee** report. Suggestions were made for articles and input. Peter Mar expanded on the report explaining the use of a newsletter website called Constant Contact. Peter, Sue, and Barry will assist in creating the newsletter. The Constant Contact service allows for e-mailing the newsletter directly to the members, without requiring them to log on to our website. The e-mail addresses will be updated by the user rather than being updated at Barry's location. The committee requested articles of any content, including legislative activity and directors on chapter information.

Phyllis Wilson reviewed a written **Treasurer's** report. Account Balances follow: Checking Account \$16,625.71; Savings/CD's \$14,933.39; L. Scafidi Education Fund \$3481.36; Total assets \$35,040.46. Bills for the convention are still to be paid, expected to be approximately \$12000+. Phyllis reported that she had not received all of the dues from National yet. She is working on that. She also requested any changes for 04/05 budget amounts to be submitted by 7/1/04. Phyllis is still in the process of following up on the officers liability insurance. She is working with National on that. Peter requested that we e-mail to him, any situations with National that have a delayed response. He will contact them for action. Phyllis also requested clarification on the issue regarding payment of mileage costs to Officers and Board Members for attending the board meetings. This had been discussed earlier, but got tabled. Phyllis moved that Board Members and Directors be reimbursed for all board meeting mileage including the convention miles, beginning immediately. Susie seconded. Discussion included Jayne reporting her recollection of the original decision eliminating the convention mileage reimbursement, which was a cost cutting measure at the time. Committee chair costs were discussed. The Board directed that those costs be included in their budget costs and be submitted for reimbursement. Jayne stated that the Board has been assigned the responsibility to handle the business of the organization, which includes paying for the costs of those delegates to attend meetings. Motion passed. Barry Schweigert gave a report on the quickfinder sales. We sold 145 books and we had a productive year with that project. Net profit was approximately \$620. Mary Lunceford has volunteered to again do the audit of the books and to prepare the 990 tax return. She expressed concern regarding properly completing the return without a copy of our IRS Non-profit determination letter. Historian Susan Bladorn will get copies of that letter to Mary as well as to Treasurer Phyllis Wilson.

Sue Bladorn gave a verbal **Awards/Scholarship Committee** report. Convention activities handled by the committee include the Raffle, the Silent Auction, and presentation of the NTPI Scholarship, President & Founders Awards, and the new Past President's plaque. Susie Gregory suggested that the criteria for awards be reported in the newsletter, and that the newsletter request input on potential recipients from the general membership.

Sue Bladorn reviewed a written **Historian Committee** report. Records will be on display at convention. Peter Mar will keep the pictures on the website, for historical purposes.

Michael Addington reviewed a written **2004 Convention** report. He reported that the CPA & LTC response was very low. Only one LTC and no CPAs are registered. He suggested that possibly the costs to mail to these folks might exceed the response value. He did not get much help from local Bend area EA's on the convention. Michael requested a hospitality room volunteer to man the room. Barry volunteered his son Alan to take care of that. The hospitality room is #202. The Annual membership meeting will be held in a separate room by the river. The Shilo Inn is happy with hotel reservations planned for 10 rooms and 28 were booked. Peter Mar will be the banquet MC – The banquet agenda follows: 6-6:45pm, social time with Past President's presentation; 7:00 – 8:00pm Dinner; 8pm Motivational speaker Bill Hearn from Bend has donated his time; and 8:30 Officer Installations and Awards Presentation. Michael expects a \$2000 profit on convention not counting the costs of the Forum. No vendors were able to come. There are not enough people attending our event to be worth their time. Barbara Craven reported that possibly in the future, the vendors would sponsor a meal and send materials rather than sending a person to attend. She would like to pursue that. Michael spent an immense amount of time on the new public forum project. The Board encouraged Michael on this project. A request of preference regarding the dates of the annual convention will be included in the seminar evaluation sheet. Michael also reported that IRS Steve Hogue was not very cooperative in scheduling the IRS speakers until Michael complained to his supervisor. Then Mr. Hogue responded. The Hospitality room is #202. The public forum session is planned for 3-6pm, with presentations from 3-5 with raffle prizes; he requested a high presence of EA's at the forum. He also reported that National has a television commercial regarding Enrolled Agents and that he would like to see it be made available to state chapters.

Sharon Falardeau reviewed a written report on **Convention 2005** to be held in Salem.

2006 Convention chair is open. Portland or Central coast were considered as possible sites. Peter Mar will be asking folks during this convention for feedback on where and when it should be held.

Susie Gregory gave a verbal **Education Committee** report. The seminar materials are full of valuable handouts. Two ODR speakers are scheduled and will attend the public forum. Two IRS speakers. Michael & Susie both reported that the speakers have been very easy to work with and have been very thorough in their materials. Susie reviewed the speakers and topics. All speakers had made comments that they would like to be able to attend our entire seminar since the education is such high quality. Susie will follow up on the CPE credits with OR Tax Board for the tour of the ODR campus for possible education at the 2005 convention. Susie reported that National might not hold the speaker auction any more. It is expected that we will be dealing with speakers one on one from now on. The costs may go down or possibly increase. Susie will make contacts with potential speakers and will be dealing with them directly.

No **Ethics** complaints have been made. Barry made a comment on the inability to check on the credentials of folks that hold themselves out as EA's. The Director of Practice does not currently have mechanics to do that. Marv Carlson noted that you could send a \$15 fee to get the list of EA's from the Director of Practice that did not check the box to be disclosed. The Board expressed concern that Chair Jim Coplin has not attended any of the meetings for quite some time and that the committee chair may need to be changed.

Marv Carlson passed out various handouts regarding the ODR IRS Good Govt Act. He also gave a verbal report on **Government Relations Committee** reports on the various government activities and available networking. The IRS Forum will be held at the Holiday Inn Wilsonville on 10/22/04. Lauren Crenshaw added information regarding the Good Government Act. The Board discussed the integration of Oregon Tax Board with the proposed federal regulation. Sue Church, Tax Board Member, added information

regarding the Board meetings and the public's ability to hear the meeting content. Rules have been changed regarding the executive board meetings.

Jayne Williams reviewed a written **By-Laws Committee** report. She has reviewed the National By-Laws and reported that OrSEA By-Laws is in compliance. No recommendation for changes to the By-Laws is needed at this time.

Membership Committee chair Barry Schweigert distributed an updated membership list and reviewed the procedures of getting membership information from National. He will be working with NAEA on better coordinating that information.

Mary Lunceford gave a **Nominations Committee** report. June Brock accepted the nomination as Secretary, Marv Carlson accepted the nomination as North Director; and Dea Williams accepted the nomination as Central Director. We need a nomination for South Director. Other nominees being re-elected are: Peter Mar for President; Michael Addington for Vice President; Phyllis Wilson for Treasurer. Continuing their two-year 2003-04 terms as Directors include: Susie Gregory as Director At Large; Sharon Falardeau as North Director; and Jayne Williams as Central Director. The Board will assist Mary during the next 24 hours in getting a South Director nominee. Phyllis suggested that we should make contact now for the 2005-06 nominations. The slate of officers must be published 90 days prior to the elections. We failed to do that, so nominations will need to be made from the floor.

Michael Addington gave a verbal **Public Relations Committee** report. Tony Bardi will MC the public Small Business Resource Development Forum on Wednesday afternoon and early evening. Michael has organized resource books to give out to those attending. He has publicized the event around town with flyers and ads. Many changes were made as he developed this event. Michael has also contacted the local high schools for possible future projects. Michael Addington requested a volunteer to update PR boards.

Peter reviewed a written **Strategic Planning Committee** report. He reviewed NAEA plans to focus on EA's and promoting them.

Committee Chair Bev Stone reviewed a written **Awards/Scholarship Committee** report.

Unfinished Business: Peter requested the Board's input on the 2006 seminar/annual meeting location. After much discussion, Barry Schweigert & Peter Mar volunteered to co-chair the **2006 Convention**. They will investigate and give suggestions for possible locations.

The **Chapter Funding** Task Force submitted a written motion. Jayne moved that the proposed motion be accepted as written. Marv seconded the motion. A copy of that motion is attached to these minutes. The Board discussed the funding and how that money is to be managed. Susie suggested that the Board possibly set up a loan process for possible new chapters. A short synopsis of that motion is that Chapters may submit for reimbursement up to \$200 per calendar year based on submission of their attendance sheet within 90 days of the event. This funding shall be considered annually along with the budget. Motion passed.

Phyllis requested clarification on over budget costs. Susie moved that "*the bills be paid that were over budget presented by Public Relations and Historian Committees*". Barbara seconded. Motion passed. Jayne moved that "*the Board consider the budget a guideline rather than a limit for annual expenditures and authorize the Treasurer to disburse funds with discretion in excess of budgeted amounts for excess expenditures by any committee carrying out programs previously authorized by the Board or established through Strategic Planning; provided there are sufficient operating funds available for the expenditure, and the excess expenditure does not exceed \$1000*". Sharon Falardeau seconded the motion. Question called for; Vote results were: 9 votes for the motion, 1 vote against; Motion passed. State Chapter & ORSEA Brochure issues will be postponed for discussion until the July meeting.

New Business: Susie Gregory brought up the issue that could be a problem, called to her attention by attending an OSTC seminar on non-profit organizations. She expressed concern about the fact that our code section 501(c)4 non-profit recognition does not allow benefits to be given to only one person, rather than the membership in general, which has been happening with our current scholarship program. We may be not in compliance with our authority. A separate foundation may need to be set up. Lauren Crenshaw suggested that we get copies of the organizations tax returns and IRS non-profit determination letter. That letter is in the Historian records and copies will be distributed to Susie and Mary in order for them to follow up on this issue. They will report on this issue at our next Board meeting.

Susie Gregory also suggested that she include in her Education budget the cost of wireless microphone & overhead projection. Generally the Board approved and directed Susie to do additional research and include a proposed budget amount for consideration at the July meeting. Marv suggested that we contact other groups that may have systems available.

Jayne Williams moved and Barbara Craven seconded. Meeting adjourned.

Respectfully submitted,

Susan Bladorn, Secretary Pro-Tem

Note: Copies of all written reports submitted are attached and held in the permanent records, along with the original minutes.