

Oregon Society of Enrolled Agents
Board Meeting
Wednesday, July 30, 2003

The meeting was called to order at 10:30am by President Peter Mar. Present were Peter, Vice President Michael Addington, Secretary Ardee Baxter, Directors: Barbara Craven, Marv Carlson, Sharon Falardeau, Jayne Williams, and Committee Chairs Bev Stone & Sue Bladorn.

Peter welcomed everyone to the meeting and stated that this meeting would be where the transition of roles was to take place.

The May meeting minutes were previously emailed to the Board members. They were reviewed. Michael Addington moved that the minutes be accepted as written; Barbara Craven seconded the motion. Motion passed. It was confirmed that a quorum was in attendance.

Peter announced that the OrSEA website has a member login in section and will eventually have meeting minutes and committee reports available as well.

The agenda was revised to end the meeting at 3:00pm. Peter asked if anything needed to be added to the previously distributed agenda. Marv Carlson requested a discussion of dues from the state and the possibility that Chapters could receive a share of those dues. The topic was added to New Business. Peter asked that the scheduling of future board meetings be added to New Business. He also requested time to take photos of officers and directors for the website.

Peter suggested that all members to be supplied with "Welcome New EA" membership brochures/packages. Based on the survey he collected at the May Seminar, over 50% of the new members have heard about OrSEA from word-of-mouth. The Board discussed that OrSEA is not following up with new prospective EA's after the information about the organization has been distributed. On the website site there is a membership listing and a "Find an EA" section. Peter will ask Barry to coordinate and will report at the next meeting. Michael Addington suggested that the organization have a program where we have an existing member "sponsor" a new member. He also suggested that one member in each area have a supply of OrSEA brochures for use in reaching the 50% of Oregon EAs who aren't members.

Peter expressed respect and admiration for the efforts of the Board, and stated the President's report would be moved to later in the agenda, due to the importance of covering the committee reports first. Peter showed his college credit report for the Development of a Strategic Plan for OrSEA. A few copies are available for members review. The report will be put on the website at a later time, as it was designed to have value for the organization.

Officer & Committee Notebooks were transferred to the new Board Members. Michael Addington made a list of past officers and committee chairs who still need to turn over their notebooks. Michael will email those people and follow up in thirty days. Peter will contact Marge Atchison and Jim Coplin regarding their committee positions.

Sue Bladorn presented a written **Treasurer's** report, for Phyllis Wilson who could not attend the meeting; a copy of which is attached to these original minutes. Phyllis will have a Budget report prepared for the October Board meeting. The 2003/2004 budget needs to be reviewed and

passed at the October meeting. Peter mentioned that our Strategic Plans would require funding so we need to increase that budget item. Peter mentioned that future budgets should be done by January each year. At a previous meeting it had been approved that an additional \$1600 reimbursement be budgeted for four officers (\$400 each), to attend National Convention, in addition to the President funding already in the budget. Phyllis asked if Susie Gregory could be reimbursed for her 2002 trip to National the \$400 reimbursement that was budgeted for the Treasurer's attendance at convention because Phyllis is not able to attend. Phyllis felt that it would be in the best interest of the organization. After discussing, the Board denied that request. Barb Craven made a motion that the Education Committee Chair be one of the four additional officers, to be reimbursed up to \$400 for attending National Convention; Sharon Falardeau seconded and the motion passed. Barb Craven amended the motion to also budget another \$400 reimbursement for reimbursing the Past President; Sharon Falardeau seconded the amended motion and the motion passed. Positions eligible for the \$400 reimbursement for attending National Convention include: Vice President, Past President, Secretary, Treasurer, and Education Chair; a total of \$2000 added to the budget expenses. Sue Bladorn said she would deliver all meeting reimbursement requests to Phyllis.

Sue Bladorn gave a **Scholarship/Awards Committee** report; a copy of which is attached to these original minutes. Bev Stone will take over as the new Chair at the next meeting. The committee has had difficulty getting the committee members together and Sue suggested that perhaps Bev could hold the committee's next meeting in the morning prior to the when the Board meeting begins. Conference calls have been used, but are difficult. The Lou Scafidi fund has funds available to start new programs.

Sue Bladorn gave a verbal **Historian Committee** report. Michael used the scrapbook to find information relevant to the beginning of the organization. He wants to try and get members and past board members interested in the organization again who are not currently active.

Jayne Williams arrived late, and Sue Bladorn, the new Chair for the **Communications Committee**, gave a written report; a copy of which is attached to these original minutes. Sue has created a "Volunteer Articles" list, which she will route to members in hopes that members will pick a subject they would like to write an article on for future newsletters. The Newsletter will eventually be e-mailed to all members and will be posted on the website.

Peter Mar gave a verbal **Website subcommittee** report. Submissions should be emailed in MS Word format to Peter, and he will deliver the information to the web developer. Anything, we as a society, want to communicate can go on the website. The newsletter was to be done in May, then June, and was still not available as of meeting time. Peter wants to have a newsletter on the website within the next 45 days. Mike and Barb will provide some information regarding the 2004 OrSEA convention; Peter will also provide information on other links to the web. Sharon Falardeau asked if only OrSEA members were on the newsletter mailing list, and wondered if it could go to all EAs. In order to accomplish this we would need email addresses, however we do not want to eliminate all paper documents (i.e. promotional/event mailings). It was decided to discuss this more in the Strategic Planning section.

Sue Bladorn gave the **2003 Convention Committee** report; a copy of which is attached to these original minutes. The convention had a profit, however the vendor event was not very successful. Sue will give her notebook to Michael Addington and Barb Craven for the 2004 committee, and Phyllis Wilson will give hers to Sharon Falardeau for the 2005 committee. The

subject of the Board policy of not reimbursing mileage to officers and directors to convention was brought up. The Board discussed the financial costs of the organization. Jayne Williams made a motion to reimburse officer and committee members for mileage to all board meetings including convention board meetings from the general funds rather than from the committee budgets; Barb Craven seconded and the motion passed.

Barb Craven and Michael Addington gave the **2004 Convention Committee** report; a copy of which is attached to these original minutes. Barb said that due to the vendor response being unsuccessful in the past, they are trying to get sponsorships for the convention instead. For example have a banner put up that the "lunch was provided by Lacerte" in exchange for a \$500 contribution. Barb has contacted an author by the name of Bill O'Hearn, a motivational speaker from Bend, who could be a speaker for the awards banquet and perhaps provide an autographed book for the raffle/auction. Peter liked the idea of sponsorship, and it will be discussed further during Strategic Planning. Michael will get information for the website.

Discussion returned to the development of an OrSEA membership flyer/brochure. Peter suggested that we have professionals participate in an OrSEA flyer design. He requested that we get 4-5 quotes and background information from whomever we are considering. It is also possible that our web designer could design a flyer.

Sharon Falardeau gave a verbal 2005 **Convention Committee** report. Salem is still being considered as the location, with Oregon Dept. of Revenue offering tours. Susie Gregory is checking to see if we can give CPE for the tour, and she is also working on the additional education to be provided. Barb Craven offered to help with the convention if it is held in Salem. Peter asked Sharon to develop a feedback form for the website to survey the members on where their interests are for location and education.

No **Education Committee** report was given, Susie Gregory was not able to attend. Peter will follow-up. Jayne brought up the issue that she had 4 people sign up for the SEE Prep course that she gives at Lane Community College, which LCC canceled due to lack of attendees. Jayne would like the Board to authorize education certificates signed by her on behalf of OrSEA for her students as Jayne still taught the 4 students. There are no profits to turn over to the organization, her expenses were barely covered. OrSEA had sponsored the classes in the past before LCC became involved. Jayne will give Susie Gregory an outline of the course. Peter felt it would be in the best interests of OrSEA, and we need to accommodate Jayne's efforts. Mike Addington made the motion for OrSEA to issue CPE certificates for the SEE Prep Course taught by Jayne; Barb Craven seconded and the motion passed.

No **Ethics Committee** report was given, and Jim Coplin was not present.

Michael Addington gave a **Public Relations Committee** report; a copy of which is attached to these original minutes. Michael updated the traveling boards, and Marv Carlson will be taking one to the Portland SEE test site. Sue Bladorn will take the other board to the Ashland SEE test site. Sue reported that she had called NAEA for the SEE exam dates. They are scheduled for September 16 & 17th. (Correction: The correct dates are Wednesday & Thursday, September 17 & 18th). Michael will have new member packages sent to Marv and Sue to use at the event. It was mentioned that the IRS might contract out the SEE, which means that OrSEA may not be allowed to attend as a vendor. Michael would like to plan for an extra hour to be set aside at the next convention, to have a public forum. He would like the organization's input. Suggestions

included setting it up as a panel of EA's and having the IRS participate in the panel. We could possibly use the Chamber of Commerce, radio, and community event calendars to promote the forum to the public. It was suggested that it be a RSVP type of event, with questions for the panel being submitted ahead of time. Peter thought Steve Hogue or another IRS representative's attendance would add legitimacy to the forum. It would also allow the IRS to promote and present to the public what an EA is. All attendees looked at the history boards Mike had redesigned. They look very nice, and Michael's time and energy spent on the project were very much appreciated.

Marv Carlson gave a **Government Relations Committee** report; a copy of which is attached to these original minutes. Jim Coplin will mail out postcards like he did last year for the IRS Practitioner's Forum, and the price should be the same. Marv also delivered a copy of the last Dept. of Revenue meeting notes, and reviewed potential tax bill changes for raising revenue. During the Tax Board's July meeting that Marv attended, it was anticipated that they would be selecting a new director. Marv will write and summarize his notes from the next meeting for the board. Jayne wanted everyone to contact his or her legislator to support SB232. Peter asked Bev Stone to send all board members a notice about the SB232. Peter asked Marv to have his meeting notes available for the website.

There was no **Bylaws Committee** report, Tony was not present, and there is no Chair of the committee. We need a replacement Chairperson. Jayne said OrSEA is aligned with National with the current version (May 2001) of the Bylaws.

There was no **Membership Committee** report, Peter will contact Barry Schweigert.

There was no **Nominating Committee** report. Mary Lunceford, per the Bylaws, will be the new nominating chair.

Peter Mar gave his **President's report** which included his **Strategic Planning Committee** report; a copy of which is attached to these original meeting minutes. Peter stated that other societies (NATP, NSA) he researched have the average age of practitioners being older, as is the case with OrSEA. The profession over the course of years has changed due to several factors. How does OrSEA prepare for that future? Peter feels the IRS needs to take a more active role in promoting EAs, and perhaps the profession will generate more desire for individuals to pursue the EA credential. Three areas to focus on are: immediate tactical goals (i.e. reading of our Mission Statement), communications, and a vision of the future. In Peter's OrSEA Outline for Proposed Strategic Action report, a copy of which is attached to these original meeting minutes, there are 10 goals for the organization. Peter's part is to provide opportunities to be recognized both individually and as an organization. Michael Addington suggested a committee be formed to review Peter's written proposal document, and pick the ideas OrSEA can focus on in the next year. The OrSEA Mission Statement was read, and is also on the website. Peter distributed the Website Content Forms, and requested that everyone assuming a new committee role complete and return the form to him. He also provided an OrSEA Goal Tracker form. The Board felt that the Website Content Form should be included in the notebooks that pass onto new officer/committee chairs and board members. Michael Addington will email the new committee chairs that did not attend and ask them to complete the Website Content Form within the next 30 days.

New Business: Sue Bladorn brought up the issue of a portion of the state dues being disbursed to the chapters. Peter was in favor of that and felt it would give the chapters encouragement and support. Marv felt the chapters could provide more education with their funds from state dues, and Sue agreed. Barb Craven wants to start a Salem chapter, but expressed concern as to how it could be accomplished without funding. Sue Bladorn wanted to know where the members-at-large portion would go. Michael Addington said it should be left in the OrSEA funds with a line item being established on the Balance Sheet as a reserve for future chapters. Peter also wants to see chapters get started, and felt Barry Schweigert may know best how to coordinate. Sue Bladorn, Michael Addington, Marv Carlson, and Barb Craven will coordinate a task force on how to accomplish this. Sue will communicate with Barry, contact the others, and bring the information to the October meeting for a motion.

The schedule for future meetings was set and is as follows: Thurs., October 9, 2003 10am-4pm at the Gateway Mall meeting room; Wed., January 7, 2004 10am-4pm at the Gateway Mall meeting room; Tues., May 25 2004 1pm-5pm at the Shilo Inn in Bend; and Wed., July 21, 2004 10am-4pm at the Gateway Mall meeting room

The meeting was adjourned at 3:00 pm.

Respectfully submitted,

Ardee Baxter, Secretary