Oregon Society of Enrolled Agents
Board Meeting
Thursday, October 23, 2003

The meeting was called to order at 10:33am by President Peter Mar. Present were Peter, Vice President Michael Addington, Past President Mary Lunceford, Secretary Ardee Baxter, Treasurer Phyllis Wilson, Directors: Marv Carlson, Sharon Falardeau, Jayne Williams, June Brock, Susie Gregory, and Committee Chairs: Sue Bladorn, and Members: Sue Church, and Laurel Crenshaw.

Peter welcomed everyone to the meeting and asked Michael Addington to read the OrSEA mission statement.

The July meeting minutes were previously emailed to the Board members. They were reviewed. Michael Addington moved that the minutes be accepted as written; Phyllis Wilson seconded the motion. Motion passed.

The agenda was revised to include discussion of the SEE Exam, the creation of the OrSEA brochure, and under New Business: discussion of a portion of the state dues being distributed to affiliate chapters, and the January board meeting being rescheduled.

Peter Mar gave his **President's report** which included his **Website Subcommittee** report, and his **Strategic Planning Committee** report; a copy of which is attached to these original meeting minutes. He congratulated the Mac Chapter on their successful seminar which had about 27-30 in attendance. After Peter's attendance at the NAEA Convention in Kansas he told us there are many changes in the works at the national level. NAEA has hired a consultant to write the NAEA strategic plan, a copy of their report is available from Peter for review. International affiliate memberships are opening up in Korea and Japan. A task force is reviewing NTPI for future changes as NAEA has always lost money on this event. It was felt, however, that OrSEA should still offer some sort of scholarship. The National convention format will also be changing and may not be held in New York in 2004 as previously planned. There will probably not be any education offered at future conventions. However, will be no firm commitments until the task force finishes their report. The speakers OrSEA obtained for our 2004 convention education were Nancy Goedecke, David Mellem, and Peter James Lingane, at a price of $2,400.

The **Communications/Website Committee** said that members will be able to type or post photos and other items that will be accepted by the website administrator prior to availability on the web page. Peter Mar wants the website to be more interactive and user friendly, therefore we need new programs written which the current web administrator can not create. A new administrator could be used to maintain the website, and additional funds will need to be budgeted for this year. There would be a one-time setup expense, then future years, provided there are no major revisions to the site, will only cost $45.00/month for hosting. A proposal will be submitted in the following week from a new web administrator. The full amount budgeted for website creation was spent for the year 7/1/2002-6/30/2003. Peter says we can make do with the website as it is, but we will be dependent upon Margie, our current administrator, to keep it current. Phyllis Wilson suggested that we use some of our newsletter budget for the website since that expense will go down when the newsletter is electronically distributed. Mary Lunceford noted that the expense for the website for 2003 has already exceeded the budget by $4265., therefore the amounts being discussed would cause it to be well over $7000 over budget.

We need to be fiscally responsible while looking to the future benefits to members. The negative cashflow would use up most of the balance in the savings account. Mary Lunceford made a motion to give Peter Mar the freedom to research the cost with a ceiling of $3,600., June Brock seconded the motion. During discussion of the motion, Michael Addington mentioned that we have other items to discuss later in the meeting that might impact this budget. The motion was withdrawn and added to new business.

Sue Bladorn presented a written **Communications Committee report**; a copy of which is attached to these original minutes. By the end of the month OrSEA will see the newsletter on the website, however, she still needs content submitted.

Phyllis Wilson presented a written **Treasurer's and Budget/Audit** report; a copy of which is attached to these original minutes. The budget is now entered into Quickbooks from the amounts approved at the May Board meeting. National has given her the names of three new members since 7/1/03. She will try to find out where they are from, as no addresses are provided from national. Phyllis believes there may be more dues than the $6,700 previously budgeted. The amount budgeted under IRS Practitioners Forum needs to be removed, as the stores are not funded anymore. The $300 in NTPI Fellow Program needs to be removed since we will never get the funds from national. The Western CPE budget is the amount we received last year and will be moved to the Special Projects category so it is available for general funds instead of the L. Scafidi Education fund. The amount under Dues - Initiation Fees is the $10 out of the $35 that new members pay. Sue Bladorn mentioned that the website should have a special line item for our one time expense for setup rather than changing the original $1200 budget item. The National convention OrSEA Officer expense of $1600 needs to be amended to the $2,000 which the Board approved during the July meeting. It was asked if anyone had any knowledge about the liability insurance for the organization. We haven't received a bill, and the policy expired 6/30/2002. A one time expense of $2,500 was added for the website. Mike Addington moved to accept the budget with these changes, Sharon Falardeau seconded and the motion passed. Mary Lunceford asked that all documents necessary for the OrSEA Audit be given to her for completion.

Peter Mar gave a verbal **Scholarship/Awards Committee** report for Bev Stone who could not attend. The committee has not met yet, and will attempt to do so by email or phone. The Southern Oregon chapter met yesterday with 14-15 people in attendance taking scholarship forms.

Sue Bladorn gave a verbal **Historian Committee** report. She has added pictures and will only give an annual report.

Susie Gregory gave a verbal **2003 Convention Committee** report. There were no comments on most of the feedback forms.

Michael Addington gave the **2004 Convention Committee** report; a copy of which is attached to these original minutes. Mike thanked Susie Gregory for her work on the education, and said that he was just waiting on the "bios" for the brochure. The Shilo Hotel information was given to Peter for posting on the website. The convention notebooks are a great reference source, and they are moving along with the name tags. The public forum will be promoted to hype NAEA with Steve Hogue. At the end of the day EA's from Central Oregon will be available for the "talk to an EA" to find out how to solve problems. Mike is open to suggestions on exactly how to set

the forum up. Mike will promote the forum with the Chamber of Commerce, small business groups and the media to get the general public interested in what an EA is. Advertising is being geared towards Press Releases, a sign up sheet for local volunteers, and will he will contact accounting departments at the community college.

Sharon Falardeau gave the 2005 **Convention Committee** report; a copy of which is attached to these original minutes. Salem is still being considered as the location. Sharon still does not have a committee notebook. Phyllis Wilson will email the timeline information to the 2005 committee chairs, and Mike Addington will get the second notebook to the 2005 committee.

Susie Gregory gave a verbal **Education Committee** report. Susie reviewed the 2004 convention education listed on the 2004 committee report. Deb Buchanon will give an overview of new legislation, and what new items the IRS will be asking for in the future. Steve Hogue's topic is not set yet, it may be off-shore laundering and OICs. We were reminded that the off-shore laundering topic was just presented last year, therefore we would want new OIC information presented. Peter James Lingane will discuss trusts, and Nancy Goedecke will cover Schedule C and 4797's which will coordinate with David Mellem's topics of corporate liquidations, bankruptcy, and debt discharge. OrSEA needs to remember to give some of the completed convention brochures to people at the IRS like we did last year. All educational materials should go through the education chair so it is kept in one place in the event of an audit, including the items from the chapters and SEE classes. Michael Addington wants people to be able to purchase seminar materials if they can't attend the convention. Mike asked Susie to see if it can qualify for CPE credits for Attorneys, Investment Advisors, and Insurance Agents. If so, Mike will distribute brochures in the Central Oregon area. He'll add these names to a database for distribution. He wants to distribute brochures to all EA's in Oregon, and will see if he can get that list from Barry Schweigert. Laurel Crenshaw and Phyllis Wilson thought that if we added 2 hours of Ethics we might be able to draw attendees who need their Ethics CPE. Bill Chambers has an ethics session and Ron _____ has another, however it is geared toward Oregon and probably would not qualify for NAEA.

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. Peter requested chairs to please submit at least a one line report to describe your position for the website.

Marv Carlson gave a verbal **Government Relations Committee** report. The IRS Symposium will be held October 24th in Wilsonville. The next Oregon Dept. of Revenue Liaison meeting will be October 24th. You can go to their website to download meeting minutes. Ron Bursin has the permanent position of director on the Tax Board. Legislation has approved the budget for the tax board, however if the new taxes do not pass they may come back to LTC's in an attempt to get funds from licensees. Marv attended the last meeting in LaGrande and said they mentioned that minutes should be available prior to the next meeting. With that time frame being six months they actually stopped the last meeting for 15 minutes and made copies to hand out to the attendees at the meeting. Marv volunteered to proctor the next large LTP/LTC in Salem. Peter mentioned that not as many individuals were pursuing the LTC designation, they were only obtaining the LTP. He would be interested in the demographics of the LTP/LTC split. Laurel Crenshaw, OSTC's Tax Board Liaison, mentioned that under current rules if your LTP license lapses for three years you need to retake an 80 hour tax class and be retested. She said the Tax

Board may be changing the administrative rule from three years to one. We need letters from individuals and organizations on their views for or against the proposed change.

There was no **Bylaws Committee** report. Jayne Williams asked to be the chair of the committee, which Peter Mar approved. Jayne stated that the last big change to the Bylaws was a few years ago. She will get with Tony Bardi to get the recent updates. Jayne said our bill, stating that attorneys, CPAs, and officers of a corporation can do representation in taxation and LTCs can represent in all areas of income taxation, had a hearing on it, however it never made it to a work session, the PERS issues took over. Without a work session our bill was dead, but it did get tacked onto a senate bill and only had to go to 8/22/03 signed with a 90 day wait period, 11/22. Language in the statute changed it from what it started out as a few years ago. We are now approved with the Oregon Dept. of Revenue, just like CPAs and attorneys, but the person has to be licensed in Oregon. Therefore LTPs who are EA could represent.

There was no **Membership Committee** report, Barry Schweigert was not able to attend. Michael Addington brought up the SEE exam and having existing members adopt new members. Phyllis Wilson wanted to know if the SEE exam expenses go under Public Relations, and is there a mileage reimbursement? Sue Bladorn and Marv Carlson will give their lists of who won drawings from the SEE exam to Phyllis. Jayne Williams will send extra newsletters to the list of those who took the exam. Marv said about 100 individuals took the exam at the site he manned. Peter Mar mentioned the SEE exam may be out-sourced, and may be held at different sites and at random times in the future. Peter is getting new people to contact every month from tax preparers and others who are interested in OrSEA or chapter affiliation. Michael Addington handed out a new member list for adoption. Phyllis said she will deal with or direct to chapter directors questions from the website that are forwarded to membership. Phyllis said that national provides a quarterly list of all members and gives a monthly new member list, at which time OrSEA sends a welcome letter, pin, etc. Sue Bladorn requested a written procedure of what we are going to do with new member information to make sure it is followed up on, including a time frame for action. Mike will contact Barry to see what help he needs and procedures.

Mary Lunceford gave a verbal **Nominating Committee** report. What positions are opening up? The following positions can be re-elected: President, Vice President, Secretary, Treasurer, North Director, Central Director, South Director. Mary will ask Joe Alexander to join the committee.

Michael Addington gave a **Public Relations Committee** report; a copy of which is attached to these original minutes. Mike feels Past Presidents should be invited to conventions, and OrSEA should pay for their banquet dinner. Mike will allow OrSEA seminar registrations charged to visa through his business account, and turn the funds over to OrSEA less the merchant fee he is charged. Jayne Williams wants to remind him to let individuals charging their registration that Mike's business name will be reflected on their visa bill versus OrSEA so they don't dispute the charge. A brochure sample was handed out. The individual Barb Craven had in mind for the brochure dropped the ball. The firm Mike contacted quoted $800. for 2,500 brochures. Mike created the content and the printer charged $65 for setup. Mike wondered if our OrSEA brochure should be modeled/designed to go with the NAEA brochure. Peter Mar stated that we need to get the content started and try to complete in-house instead of hiring outside the organization. Mike said he will help design it after he receives input. If we decide to make the OrSEA brochure an insert to the NAEA brochure, we will just add the basic OrSEA logo, web page address, toll free phone number and benefits of membership. Laurel Crenshaw asked if

OrSEA would be interested in having a vendor table at OSTC. Good idea. Mike will get together with Laurel to provide OrSEA brochures and chapter contact information.

Peter Mar gave his **Strategic Planning Committee** report; a copy of which is attached to these original meeting minutes. Jayne Williams mentioned that NCPE given for 2 days at the end November by WaSEA at their convention is good education for EAs. Peter said Steve Hogue would like to see high ranking people from his area come to visit us if we can get large enough groups to attend. Peter would like to arrange for EAs to speak at high schools. Peter, Jayne, and Michael Addington volunteered.

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

New Business: Peter Mar is in favor of earmarking a portion of OrSEA dues for allocation to the affiliates. A task force was created to investigate the possibility. The 60/40 split to come from all renewals originally discussed may be too aggresive with the other budget items that have been increased. Michael Addington suggested we earmark it as a balance sheet item. Sue Bladorn stated that At Large dues went on the balance sheet, other dues went to the chapters. Susie Gregory stated that her chapter has enough funding right now; Mac chapter has a few hundred, and Salem has no activity. Marv Carlson reminded us that it takes funds up front to put on an activity before the money from attendee registration is received. Phyllis Wilson mentioned the possibility of giving loans to chapters for those up front expenses. Peter wants the task force to use the new input from this meeting to see what the chapter's financial status is. Jayne Williams said we should make sure we don't short a chapter who has done well to help a chapter that needs funds. Mary Lunceford said our goal is to provide member benefit, education, and EA promotion, not to make a profit. OrSEA funds should trickle down equally, and the At Large funds should not be distributed, they should be held for future chapters. The topic was reassigned to the Task Force for more ideas and options.

The date of the January Board meeting was changed due to seminar conflicts. It will now be held on Wednesday January 14, 2004 10am-4pm at the Gateway Mall meeting room; future meetings will be held as previously scheduled.

Michael Addington wants a directors and OrSEA Alumni Committee created.

Peter Mar handed out trick or treat candy.

June Brock moved and Sharon Falardeau seconded that the meeting be adjourned. Motion passed, the meeting was adjourned at 2:48 pm.

Respectfully submitted,

Ardee Baxter, Secretary