

**OREGON SOCIETY OF ENROLLED AGENTS  
BOARD MEETING MINUTES  
Oct 20<sup>th</sup> 2010**

- I. Call to order:** President June Brock called the October meeting to order @ 10:14am 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 Past President, Sue Bladorn.

**Also present: Directors, Committee Chairs & Members and Guests:** Denise Bean, Caty Giovinco, Dale Marino, Phyllis Wilson, Laura Waggoner, Janiese Norris, Dea Williams and Margaret Atchison.

- II. Minutes: Marie Linders:** The July 21st, 2010 minutes were handed out and read. Apart from a few grammatical corrections, the date of the 2011 conference was changed to be; board meeting May 23<sup>rd</sup>, conference May 24<sup>th</sup> – 26<sup>th</sup>. Ira Rosenberg moved the minutes be accepted as corrected, Sue Bladorn seconded and the minutes were approved as corrected.
- III. Agenda: Revisions and Time Frames:** June Brock asked that under the Treasurer's report, Denise Bean report on the audit. Regarding Membership, June introduced the board to its' new membership committee chair Janiese Norris. Regarding South Directors she wanted to know what was happening about the October get together. Regarding Media/Public Relations we need to discuss with Kirk his availability to continue as chair, and if not then whom.
- IV. Treasurers Report: Kirkwood Donavin:** Treasurer, Kirkwood Donavin presented the Balance Sheet, P&L Budget vs. Actual and GL reports as of Oct 20<sup>th</sup> 2010. A copy of which is attached to these minutes. We have over \$30,000.00 in the bank, \$14,000.00 of which is in two CD's, one coming due in November and the other in February. Kirk submitted a report that showed the net profit and loss of the past conventions and suggested that we add an additional \$10,000.00 of the cash surplus in the bank into another CD. He thinks this would still leave plenty of cash to use for deposits and pre conference expenses needing to be paid in 2011. Ira said that he should research it and use his discretion as to what he put the monies into, June

agreed saying that this was the Treasurer's job, but she would like to discuss spending a little of this money when we get to the President's Report before we decide on how much we put into a CD account. Denise Bean said that in the minutes we need to very clearly state the amounts, because the bank will require verification. June asked Kirk to research our options; CD vs. money market accounts, etc. and to give her a call.

Phyllis Wilson moved that we change the mileage rate paid to the board members back to the federal rate effective today. After some discussion about why this was changed in the past, the time involved in attending the board meeting, the money in the bank, etc. Margaret Atchison seconded, Kirkwood Donavin Opposed, Ira Rosenberg abstained. Motion passed.

**AUDIT REPORT:** Denise Bean: Denise reported that the audit was complete. She provided a letter, a copy of which is attached to these minutes.

- V. PRESIDENTS REPORT:** June Brock: June handed out a list of proposed officers and the current list of committee chair persons, and asked the board to review it with her and make any necessary changes for the new term. This is still a work in progress to be completed and reprinted. June reported on the APEX phone call yesterday, they talked about the EA renewal cycle delays, EA renewal fees to be reduced, online PTIN problems. Also discussed was the "academic associate member"; they (NAEA) put into effect that students enrolled in a tax program can become members of NAEA. NAEA public relations department has sent information to all State and Community Colleges about NAEA and the enrolled agent profession. June suggested that we create some sort of flyer or letter to send to the approximately five hundred and fifty seven EA's currently enrolled in Oregon that are not members to introduce ourselves. June will email back Janiese and try to get something going to get OrSEA out there.

**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 provided a written report, a copy of which is attached to these minutes
- B. Central Directors:** Denise Bean /Margaret Atchison: No Report.

**C. South Chapter Directors:** Phyllis Wilson/Laura Olsen: No Report. June asked about what happened to the South's Chapter's usual October seminar. Sue Bladorn, the South chapter's president answered that due to busy schedules, and lack of interest the regular October seminar was overlooked this year.

**D. At Large Director:** Barbara Craven: No Report.

## **VII. COMMITTEE REPORTS:**

**A. Communication/Website:** Ira Rosenberg: No Report.

**B. Budget:** Kirkwood Donavin: Under Treasurers report.

**C. Audit:** Denise Bean: Under Treasurers report.

**D. Scholarship/Awards:** Dea Williams /Dea submitted a report a copy of which is attached to these minutes.

**E. Historian:** Sue Bladorn: Sue reported that she has all of our stuff at her office. She remembered that we wanted to get the photos onto a digital frame. She will talk to Maddy to make sure she didn't already get a digital photo frame, and if not she will do it.

## **F. ANNUAL CONVENTIONS:**

**1. 2011** – Barbara Craven – Salem. Salem Board meeting May 23<sup>rd</sup> 5/24-05/26, 2011: Phoenix Grand Convention Center. Not in attendance/No Report. June reported that Barbara needs to get with Susie to get the speakers planned.

**2. 2012** – Maddy Gairan /Sue Church– Board meeting May 21<sup>st</sup> 5/22-5/24/2012: The Best Western Inn at Face Rock. No Report.

**3. 2013** –Denise Bean/ Dea Williams: Hood River Denise Bean reported that The Best Western is eager for our business, and would welcome someone to visit. Denise asked Ira if he would be willing to check out the facility and if he likes it she would like him to go ahead and book it. Denise gave Ira the name of person to contact.

**4. 2014** - Eugene? Possibly the Hilton? Sue Bladorn will start getting information.

**G. EDUCATION:** Chair, Susie Gregory: Not in attendance/No Report

**H. MEDIA / PUBLIC RELATIONS:** Janiese Norris: Brand New/ No Report

**I. ETHICS VIOLATIONS AND CIRCULAR 230:** Denise Bean: No Report

**J. GOVERNMENT RELATIONS:**

**1. IRS** - Margaret Atchison: No report.

**2. DOR** - Dale Marino: Prepared a written report, a copy of which is attached to these minutes.

**3. Tax Board-** Barbara Craven: Barbara Craven, Not in attendance/ No Report, but Dale Marino attended and prepared a written report, a copy of which is attached to these minutes.

**K. By Laws** - Caty Giovinco: No written report, but Caty reported that after months of trying to get a hold of someone at NAEA to review our state bylaws, she sent National an email informing them that our bylaws are posted on the internet if they are interested in reviewing them. Caty also reported that our bylaws needed to be changed because as of right now the “academic associate member” can be a member of NAEA but not OrSEA. We need to more clearly define the definitions of “members” in our bylaws. We decided to wait until the IRS finishes the changes to circular 230 before we change our bylaws and discuss it more in January.

**L. MEMBERSHIP:** Janiese Norris: Phyllis Wilson provided a written report, a copy of which is attached to these minutes; for Janiese who is the new membership chair but was attending her first meeting.

**M. NOMINATING COMMITTEE:** Sue Bladorn: provided a written report of her proposed slate of officers, a copy of which is attached to these minutes. We are in need of a new Vice President and Secretary.

**N. POLICIES & PROCEDURES:** Sue Church: Not in attendance/ No Report  
June will get a hold her.

**VIII. NEW & PENDING BUSINESS:** June will try to work with Janiese and Ira to work on a pamphlet about our organization. Janiese asked about being slated into the position of Central Director, along with Media & Membership, however after reviewing the terms, and the fact that Denise declined the VP position, Denise is actually slated until May of 2012 and is willing to continue out the rest of that term.

**IX. STRATEGIC PLANNING COMMITTEE:**

**X. GOOD OF THE ORDER:** Sue Bladorn requested the minutes from the General Board Meeting, May 26<sup>th</sup> Marie will do this.

**XI. ADJOURN: FUTURE MEETING DATE:** Our next board meeting will be January 5th at the Springfield Gateway Mall Meeting Place @ 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

Corrected Jan/2011