

Oregon Society of Enrolled Agents
Board of Directors Meeting
Umpqua Bank - Eugene
October 25, 2019

Meeting called to order by President Maddy Gairan at 11:10 am.

Mission statement was read by Eve Davis, Vice President.

There were enough present for a quorum. Sign in sheet attached. Joyce Davis sent her proxy to Marie Linders. Proxy attached.

Minutes were read for the July 12, 2019 meeting. Eva Davis moved to accept the minutes as read. Anna Burgess seconded motion. Motion passed.

No additions to agenda

Maddy Gairan stated she had ordered special pins for the board.

President's Report:

Maddy wants to have an informal meeting for board and committee chairs on December 6, 2019 at 11 am. She will do lunch at her house and her or Dan will do 1 hour of education. She reported she is doing a "self prepared filer" class in Bend. Looking for someone to go to APEX in November. Non-one was able to go. Carol Wild looking into webinar requirements and required equipment. Maddy would like to have reward for new members joining OrSEA to get their Oregon dues of \$55 paid . Idea was tabled until could find our treasury balance. Maddy also suggested some reward ideas for members. Report attached.

Vice President's Report:

Eve recommended OrSEA have a class on practice management & bookkeeping for us to stand out different from other organizations. Talked about it qualifying for attorney's and CPA's. Report attached.

Treasurer Report:

June Brock was not present and did not submit any reports.

Director(s) Reports:

Central Director: Peter Mar – Read his report. Report attached.

South Director: Sue Bladorn – No report. Announced there is a class with Dennis Wheeler on 199A on November 13th. Cost \$60 for members.

North Director: Anna Burgess said there was a good possibility for ODR update in Jan.

Report attached.

Special: Capital chapter has no funds. OrSEA paid outstanding bills since chapter went bankrupt. Dan will contact Maria Arbuckle or Cletus Fernandez about Salem chapter checking account and if any balance. It was decided that all financial reports from chapters should be in state treasurer's report.

Maddy was going to contact June Brock at lunch break on financial reports and if can get for board. Maddy reported that January 4, 2020 Dale Marino wanted to do update class. Board gave Maddy approval to proceed with Dale's request. Carol Wild seconded. Amend motion for Maddy to email board if need funding. Seconded Michael Davidson. Motion passed.

At-Large Director: Carol Wild asked what is at-large director's duties.

Insurance is not needed because we are a volunteer organization and have no fixed location. She will do a formal report for minutes about board member liability insurance.

Broke for lunch at 1:13pm

Meeting recalled to order at 1:51pm

Central Director: No report.

Membership: Eve Davis reported "Oregon Women in Tax" looking for younger members.

Maddy says lots of information on NAEA website. Eve will get in touch with Maria Arbuckle on getting pins and welcome packets.

Media: No report – no one present

Awards & Scholarships: Carol Wild will be working on this. Sue Bladorn said she would get with her when she received notebook from June Brock.

Sue and Carol will get together and do Policy & Procedure for scholarships.

Education: Nicole Piehl requested she be kept in loop on any education classes so she can get number for classes. Nicole stated she was not sure how to get in contact with speakers. Suggested she contact Alan Pink with NAEA for help.

Conferences:

2020 Hood River May 18-21, 2020– Ira Rosenberg was not present and sent No Report. Eva & Anne will see if can assist him.

2021 Bend May 24-28, 2021 – Barbara Craven – Due to change in ownership of Mt. Bachelor Resort am also looking into Riverbend.

Report attached.

2022 Marie Linders will report next board meeting on K Falls.

2023 Maddy Gairan will look into coast area. Bandon was suggested.

Communications: Daniel Stearns reported he is keeping website updated. Still need to do update on committee chairs. Dan going to set up different email

for security of getting dangerous emails.

Government Relations: Michael Davidson stated PTIN renewal opens October 31st. IRS forum is on 31st. OrSEA getting any dollars this year is not known.

By-Laws: Caty Giorvinco gave Nicole Piehl notebook on all by-laws since OrSEA started. Prodedures can be changed by board. She is double checking on any conflict between OrSEA and NAEA By-Laws. She said we need to monitor NAEA Policies and Procedures for any changes. Our By-Laws conform to NAEA. Policies and Procedures don't have to conform. December is month NAEA vote on any By-Law changes. We need to check to see if we are okay then.

Nominations: Dan Stearns, Peter Mar and Marie Linders are on committee.

Historian: Sue Bladorn - No Report.

Policies & Procedures: Maddy Gairan moved Policies and Procedures given emergency situation within a week before conference we keep one-third and balance to following year's conference. If don't attend then forfeit that amount. Seconded Michael Davidson. Motion passed. Carol Muller requested Ira refund per procedure. Seconded Michael Davidson. Motion passed Sue Bladorn reported will bring change to next board meeting for refund change to conference. Michael Davidson moved to change wording for mileage reimbursement to say "up to allowable federal rate". Seconded Maddy Gairan. Motion passed.

Legislative: Dan Stearns stresses we need to get acquainted with our reps and senators and let them get to know what EA's are.

New Business: None

Next Board meeting January 17, 2020 at Umpqua Bank @ 675 Oak St., Eugene.

Board meeting times are 11-4

Moved by Carol Wild to adjourn meeting . Seconded Anne Burgess. Passed and adjourned at 3:45pm

Respectfully Submitted,
Barbara J. Craven, Secretary

SIGN IN SHEET

Board Meeting October 25, 2019

Sue Bladorn

Sue Bladorn

June Brock

Anne Burgess

Anne Burgess

Barbara Craven

Barbara Craven

Michael Davison

[Signature]

Evelyn Davis – V. President

Evelyn Davis

Joyce Davis

Maddy Gaoiran - President

Maddy Gaoiran

Marie Linders

Peter Mar

Peter Mar

Nicole Piehl

Nicole Piehl

Ira Rosenberg

Daniel Stearns – Past Pres.

[Signature]

Carol Wild

Carol Wild

Marie Linders

Marie Linders

CATHERINE GIOVINCO

Catherine Giovinco

marie.linders@jmsolutionsllc.com

From: shoebox@bendbroadband.com
Sent: Tuesday, October 22, 2019 12:57 PM
To: 'Linders Marie'
Subject: ORSEA

Marie,

Are you attending the board meeting? If so, would you be my proxy?
I have continuing education in Wilsonville that day.

If sending NON PUBLIC INFORMATION, always use my Secure File upload below.

Sincerely,

Joyce Davis
Shoebox Bookkeeping Inc
shoebox@bendbroadband.com www.shoebox.pro [Send-Encrypted Files](#)
Enrolled Agent 82903, Licensed Tax Consultant 26976C
QuickBooks Advanced Certified ProAdvisor - Diamond

541-383-4125 Office 541-771-4808 Cell 541-383-1482 Fax

President's Report: by Maddy Gairan, EA

First off, I'm glad you are ALL HERE! (For those who are attending) It truly means a lot to me!

Secondly, I would like everyone to HOLD their comments until AFTER I have read my report and after each person has read theirs.

We seem to get off track when interrupted with one another Board member's comments. (Of which I was guilty of, too.) ☺ So, in order to show more respect to each Board member as they read their reports, please hold your comments until after they are finished with their report! I hope not to offend anyone with this request.

So, after last meeting, I changed some of My goals for OrSEA:

- A. I still would like to see More participation from our membership and hopefully find some more Volunteers.
 - a. I would like to put together some little contest that everyone can relate to and participate in, to get more people involved. Maybe we can offer to pay for their Oregon portion of their Membership dues next year!
 - i. I haven't figured out what the contest might be.... But, I will figure it out by November and let IRA know to put it out on that Newsletter: I want our members to know they are appreciated as a member of ORSEA & NAEA. Especially the ones who never seem to come to any meetings or seminars. (which is puzzling to me why they are members!)
- B. I also want to Hear from all members what they like or dislike about OrSEA, so I will be contacting each member in the Month of November to hear what they have to say! I did reach out to all of the terminated members to find out their reasons. I did hear back from three so far! And will share those responses at the meeting!
- C. I am revising my 30 to Add 5 New members in 2020 and double that in 2021. I had to be more realistic, given the feedback I've received.
- D. I did send to IRA (early) my President's Message for the month of November already: Encouraging our members to take advantage of NAEA's Member Forum for networking and I informed them about me contacting each member in November to get their ideas, etc. regarding OrSEA as members.
- E. I want Board members to be better equipped to do their duties by reading their Duties & Procedural Manuals that Sue Bladorn provided each officer in the past several years. Sue expressed her disapproval of the way Board members have ignored her hard work on those Manuals. They are for our benefit and have been disregarded by this Board. (I for one, am guilty of not keeping up mine as South

Director.) PLEASE BRING YOUR MANUALS TO THIS MEETING, if you can find them! I BROUGHT EMPTY BINDERS in case someone doesn't have one!

Therefore, I want to encourage each Board member, including myself, to help make this Board better by respecting the office you volunteered for and take the extra time to write down what your duties have been in the office you held in the past, or are currently serving in. (*Unless you are New and don't know your duties, we hope you will stay and find out what they are.*)

- F. I want to KNOW how YOU would like to improve the office you hold now (or maybe one you held in the past), And I'd like to know your accomplishments for your previous office (if you had one). In order to accomplish this task:
- a. I am providing each of you with a sheet to write down your goals for your office or your frustrations for your office as well;
 - b. Turn them into Me or ~~Sue Bladen~~. So ~~Sue~~ can update those and get them on the website too, with any help from Nicole or me. That way, maybe we can entice someone New to come onto the Board and volunteer for a committee perhaps.
- G. I have a New idea to accomplish this task since most of us have been too busy to work on their duties. So, to help us accomplish this:
- a. I want to hold a separate Annual Gathering for Board Members for an "Officer's Training" session for Incoming and Outgoing Board Members and make it a FUN event after the meeting! Especially after THIS tax season!
 - i. I propose that we do the first one at either the end of November (Saturday the 30th) or first weekend in December (6th or 7th) as an Appreciation gesture to all Board members for a start. Yes, it will be a little bit of work for the meeting part. I want us to brain storm for each Office and write down what we are expected to do and what we actually DO for our office that we hold in OrSEA.
 - ii. I would like to hold it at MY HOME TOWN on the Coast; because of the time of year for the Light Festival at Shoreacres!
 - iii. I know for some of you, it is a long drive to North Bend, but I know it would be worth it. 😊 So, I will try to find hotel accommodations for those who might have to spend the night. Or you are welcome to park your RV in my lower lot for the night and Mill Casino is right down the hill from my home.

iv. Because the Festival of Lights starts right after Thanksgiving in Coos Bay at Shoreacres! I would like to take all of you out there in My Motorhome to look at the 500,000 lights at Shoreacres Gardens and watch the waves crash on the rocky shore. It is a spectacular sight for sure! We can have our meeting starting at 1 pm and be done by 3:30 pm; so we can go out to the Lights early and enjoy the Ocean view first, then go into the Gardens just before dark, while it is so peaceful and not as crowded either! It's so enjoyable. And they serve hot apple cider and cookies to everyone! You can go in the Gift shop too. Bring your spouses, please, and make it a "romantic" getaway weekend. Or you can bring your whole family and all of them can enjoy the Shoreacres together. I wanted to go early to Shoreacres, so those of you, who do not wish to spend the night, can still get home before 9 pm. (if you live within 2 hours of here and drive at night). 😊

H. Now for my thoughts on the BEND area: I am personally putting together a class regarding Representation for Self Prepared Filers, because they are a bit more challenging than just a "non-filer, for many reasons." I plan on teaching this next year in the Spring or early Summertime and I will try First to teach it in the BEND AREA, since I hear that area still needs help in getting members for OrSEA and offer it for the SOUTH Chapter in summer as an additional class to our normal Nov. class to generate more enthusiasm and participation for that chapter as well.

Congrats to Anne and Eve for putting on Education in Portland with Geri Bowman, EA from the East Coast. That was wonderful to hear about; I wished I could have attended. I hope it went well. I am sorry I missed this one.

APEX is coming up again in November. Is anyone interested in attending in Florida for an ORSEA representative?? Let me know after I finish my report.

A Follow UP:

1. Did anyone get information on the Directors & Officers Insurance that NAEA told us needs to happen for our group? If so, please write down your findings and present it at the Board meeting during your allotted time slot on the agenda. Thank you!
2. NEED to look into WEBINAR equipment or someone who does that; to get them to do our Conference as a Webinar for those who just cannot attend in person

If you know anyone who would help our OrSEA group grow and be better, please contact me at bnottaxt@epuerto.net.

Maddy Gaoiran, EA; OrSEA President

ORSEA MEMBERSHIP

REWARDS/CONTEST IDEAS:

1. REWARD MEMBERS who Bring in a NEW MEMBER to ORSEA
2. START up a CONTEST between CHAPTERS to bring in the Most NEW MEMBERS. TO WIN a FREE TAX CLASS or maybe \$50 OFF For Conference next May!
3. CONTEST within your Chapters to maybe get Volunteers to teach ONE meeting; (a 2 hour class); so you can get more regular meetings within your Chapter, to entice new members to join in. All of our EA's are intelligent tax professionals with vast knowledge to SHARE with others!
4. Or have a "Round Table" atleast Once a year within your group, especially right after tax season and have a DRAWING for maybe \$5 off for your next class!
5. Holidays are coming up..... NEED to have a MEETING just for FUN as a Meet and Greet within your Chapter to get to KNOW each other! Have a ONE hour CPE and the second hour as a "Party" to visit with one another and Network with each other; For South Chapter..... maybe a longer CPE time to entice people to come who live farther away.
6. My office does a Party each year with a few other tax offices in my area that have only ONE tax person and we exchanged "pretty kitchen towels" last year and ornaments the year before that. Just as ideas for the party portion of your meetings. Then we played a few card games and board games for those who like that sort of stuff. It was a blast.

WE NEED TO LIGHTEN UP once in awhile and Have Fun getting to KNOW our fellow EA's!

VP report: Evelyn Davis, EA, LTC

Questions:

1. Do we need to redefine our mission with ORSEA?
2. What do we want to be known for? NAEA has a definite mission to advocate for EAs. Do we want part of that mission to also help EAs be better business leaders?

In talking with a few people who aren't part of ORSEA recently I received some feedback that there is interest in education about running a tax practice and more information about using Quickbooks. This will not generate CE but maybe we should still do it, is it OK to be known for advocacy and leadership in the industry. There is a lot of CE available so what do we want to focus on? Representation and as mentioned, running a tax practice and maybe running a tax business. Food for thought.

OrSEA – Central Report

Peter Mar, Central (West) Director

October 25, 2019

State of the union

The membership list reports the following active members thru Oct 2019-

- (7) members in Eugene/Springfield area, (8) including myself
- (7) members in Corvallis
- (1) member in Creswell
- (1) member in Sweet Home
- (2) members each in Albany and Cottage Grove, presumed in different chapter area

I created an email survey with the intent to learn about demographics and preferences of our membership. Portland area members provided majority of meaningful feedback. There was little to no response from Central West members. A handout survey was made available at the May conference with similar results.

Plan for action

Communicate to local members by email, and possibly telephone, that I am available for their ideas and feedback as their chapter director.

Possible resend of an email survey to local members, pending interest.

Possible organization of an informal meeting of local members, pending interest. Note: the last formal, or informal, meeting held in the Central West area is unknown.

Follow up

Status report at next board meeting.

Comments:

4:40 PM

10/24/19

Accrual Basis

Southern Oregon Society of Enrolled Agents
Balance Sheet
As of October 24, 2019

	<u>Oct 24, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Wells Fargo Checking	4,077.28
Total Checking/Savings	<u>4,077.28</u>
Total Current Assets	<u>4,077.28</u>
TOTAL ASSETS	<u><u>4,077.28</u></u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	4,077.28
Total Equity	<u>4,077.28</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,077.28</u></u>

ORSEA North Q3 2019

In September, we held a morning meeting at Sckavones restaurant. Eve David presented one hour of education on 199-A and rental property. There were about 7 attendees.

In October, we invited Geri Bowman to speak on “reconciling client quickbooks for tax preparation” and “not your father’s entity selection”. There were 19 attendees. The meeting was held at the airport holiday inn. This venue now charges for parking!

Some suggestions for future classes were:

1031 exchange, especially if multi state

Calculating basis in different entities

A longer QB class that had a hands on component—showing how to fix common QB errors. This would most likely not be a class that could earn credits, but it might also be interesting to bookkeepers and CPA’s

More on entity selection. Geri’s examples all revolved around a client paying all profit through payroll when looking at an s-corp, so some examples of when switching to an s-corp would make sense might be good.

Foreign income

Our goal for 4th quarter will be to have one more ORSEA north morning meeting in early-mid December. We will probably have a January and February meeting if we can find speakers.

Bend Conference
Mt. Bachelor Resort
May 24-27, 2021

Things are going to really be different since they are now part of Meredith Lodging. I have a sample contract that I need to review before I go further so that I can compare cost with 2019. I don't have a conference manual but as soon I can get one I will compare cost. My goal is to keep it reasonable and if not then I will look into another location in Bend for us.

Barbara J. Craven,
2021 Chair

10/25/2019