ORSEA January 17, 2020 Board Meeting

Meeting convened at 11:15 a.m. by Vice President Eve Davis. Attending members: Sue Bladorn, Michael Davidson, Eve Davis, Caty Giovinco, Daniel Stearns, Carol Wild (acting secretary) Attending part of meeting: Maddy Gaoiran (attended second half), Barb Craven (attended part of meeting), Nicole Piehl, Ira Rosenberg. Absent: June Brock, Kirkwood Donavin, Marie Linders, Peter Mar (resigned previous week), Dale Marino

Nicole (partly late?)

Note – many late arrivals, so there was a fair amount of jumping back and forth between sections. Minutes may not reflect chronological recording of topics.

Once it was determined a quorum was present, minutes from prior meeting were read. It was noted that approximately, $1800 is in the Capital Account. Michael Davidson moved to accept the minutes as amended. Carol Wild seconded the motion.

President’s report: Tabled until Maddy could join us.

Vice-President’s Report- Eve Davis: There was a Practice Management presentation for continuing education for Portland Chapter on December 12, 2019. Eve says she feels EA Continuing education should focus on specialized education that may or may not result in CE. Important to differentiate ourselves from other organizations in the state. Discussion from other board members at that point included: Dan Stearns added that we need to focus on who we market too, i.e. we may focus more on tax prep business owners. Sue Bladorn commented on the high number of LTPs that attended a recent Southern ORSEA event. Eve also mentioned good turnout for a low cost Portland update event that has been previously handled by OATC. [Note: Need copy of VP’s written report]

Treasurer’s Report – June Brock – tabled to see if June would arrive later. Some discussion ensured. Daniel Stearns asked if we should discuss helping June out and offered that he could take over if needed. He thought that June has missed the last three meetings. Dan went on to say he would like it to show what Ted Hughes (lobbyist) has been paid (if anything) and the need to avoid late filing – so no issues with Oregon Ethics. Other issues – need to know what to charge for the Annual Conference, but without Treasurer’s Report that’s hard to determine. Caty Giovani asked if the 990-N has been filed and Dan indicated that has been done.

[ Note: Need copy of Treasurer’s written report]

Dale Marino – Portland January 2020 education event – See VP report above as Dale not present. Cost was $60 and Daniel Stearns said about 125 attendees.

Membership: Maria has an Excel spreadsheet with names and email addresses in a format that can be used for Mail Merge. Constant Contact was mentioned as a good way to keep in touch with members – Ira has a copy from another organization he’s a member of. Dan suggested we budget to purchase our own copy, and Sue Bladorn indicated that ORSEA does own a copy. Nonprofit version is $35 a month. Ira has two lists – one that is EAs only, and second list that has other past attendees. Michael Davidson said that if Ira pays the cost, that should be considered a contribution, but that the list on Constant Contact should be ORSEA’s.

Action Item: Sort out the subscription of Constant Contact. Dan will talk to Ira to add another person as an administrator, stressing the need to have redundancy on everything within the organization.

A copy of the membership list through Excel provided.

Kirkwood Donavin – Audit report – tabled until later

Nicole Piehl – Education – May 2020 Hood River – tabled until Nicole’s scheduled arrival time.

Carol Wild made motion to add Maddy via conference call. Daniel Stearns seconded the motion. Motion passed and Sue Bladorn contacted Maddy to add her to the meeting.

(Verbal )Treasurer’s Report through Maddy via phone:

P&L shows Dues Revenues of $2626 and Update Education January session of $7764. Expenses for the update session were $4205 with one bill still to be paid. Net Income for the period is $2168.86. Checking account has $13,938,61. Discussion included a desire to see details of checks and deposits.

[See P&L and Balance Sheet for all details]

Nicole Piehl – Education – May 2020 Hood River:

Detailed education report attached. Summary (includes modifications): Mark Pierce for 8 hours; Frank Degan for 8 hours (6 on Wednesday 20th and 2 hours on Thursday 21st); Joyce and Daryl Davis for 4 hours. Remaining slot Nicole proposed Dennie Wheeler. It would be about $900 for Lodging and Mileage if Dennie Wheeler is brought in for Partnership presentation at the conference. Dan and Maddy both liked the idea of adding Dennie Wheeler.

Discussion ensued on which of the possible seven topics Frank Degan suggested should be finalized. Board selected Topic 2 (Substantial Authority- Ethics) for Thursday morning, and Topics 5, 6, and 7 (Defending Form 1040; The IRM – A look at IRS Policies; and 199a Q&A from the Field) for the remaining 6 hours.

Other Discussion: Caty clarified that the annual membership meeting is usually on Wednesday but that the board meeting is on Monday prior to start of conference. Ira spoke to Nicole about pre-printing CE certificates AS IF all attendees attend all sessions, then withhold those that need to be modified for reduced hours. Maddy added that the certificates will need Nicole’s signature and Ira will use a template Nicole sends him for topics/hours/attendees, etc. Ira said he will also add all the email addresses from the January update to the Constant Contact list. Suggests landscape printing for sign-in sheets.

Parking meter break at 1:02 pm.

Resume at 1:13

Barbara Craven – Education – 2021 Conference. Checked River House – if enough food and drink ordered, then no room charge. Located near Shilo Inn on the main road. (ORSEA was there about 10 years ago. Barb will have detailed costs for the May board meeting. Michael asked if pets are okay, and Nicole suggested that Barb be able to sign for the hotel before the May board meeting if she’s okay with what Checked River House proposes. In this way momentum on planning won’t be lost.

Ira Rosenberg – added to 2020 Conference information – noting that Daniel, Anne, Carol, and he went to see the Hood River facilities, look at sample menus and provided projected budget (see attached). Proposed attendance cost: $375 if not attended in last 3 years, $425 for full members, and $475 for non-members. Have about 8K minimum for food. After viewing the menu, Caty proposed moving the Mexican meal to the last day. Ira will order bags for the books. Requests were larger lettering on the bag if no extra cost, better quality than the last batch, and no zipper on the bags. Nicole asked if we should consider digital copy instead of hard copy. Nicole will email Ira as point person for the conference bags/pens, etc. Projected $2 for 4” notebook. Maddy will pickup pens and pencils at Fly-In in May.

Kirkwood Donavin: Denise Bean looked at the books through 2018. Asked that Maddy send a thank you to Denis for her audit work (and to George who did the actual work). Covered 7/1/17 – 6/3/18 fiscal year. Only 3 deposit slips for May 2018 but the remainder were deposited electronically. Kirkwood mentioned also that he would be available in July to take over for Peter Mar, who resigned last week..