

Oregon Society of Enrolled Agents
Board of Directors Zoom Meeting

May 24, 2021

Agenda attached.

Meeting called to order by President Maddy Gaoiran at 9:17 am

Mission statement was read by Secretary Barbara Craven.

There were enough present for a quorum. Verbal attendance was taken . Sheet attached.
One proxy was received from Kirkwood Donavin. Proxy attached.

Minutes for the December 4, 2020 were read. Sue Bladorn moved to accept minutes.
Seconded by Carol Wild. Motion passed.

Treasurer's Report:

June Brock: Stated education fund can be used to pay for speakers. Ira Rosemberg said registration may not fully pay for speakers. Financial reports attached.

President's Report:

Maddy Gaoiran – Stated she appreciate all that board's help.

Vice President's Report:

Eve Davis – We need to nail down 2022 conference date. .

Director(s) Reports:

Central Directors: Joyce Davis & Kirkwood Donavin - No report.

South Directors: Sue Bladorn & Marie Linders – No report.

North Directors: Michael Davidson & Anna Burgess – No report.

At-Large: Carol Wild - No report.

Education Report:

Nicole Piehl - Is getting speaker cost. Ira said he was doing polling questions for attendance.
Ann Burgess will monitor Tuesday and Wednesday. Maddy will monitor Thursday & Friday.

Annual Conferences:

2022 Anne Burgess made a motion to move to Bandon. Daniel Stearns seconded.
Motion passed. Maddy checking on possible locations and will report back before the general meeting.

2023 Bend - Barbara Craven is checking on locations.

2024 Hood River

2025 Jansen Beach

Committee Reports:

Membership: We still need a chair. Barbara Craven will pick up supplies from Maria Arbuckle.

By-Laws/Legislative: Daniel Stearns – Bill 860 introduced by OrSEA is on hold.

Communications/Website:

Daniel Stearns - Website: Only posting OrSEA announcements on site.

Ira Rosenberg – Newsletter: Going good.

Carol Wild moved to upgrade version of zoom. Seconded Ann Burgess. Motion passed.

Historian/Policies & Procedures/Scholarship & Awards: Susan Bladorn moved to accept the Scholarship Committee Police & Procedures as submitted by the committee.

Kirkwood Donavin seconded. Motion Passed. See attached

Sue Bladorn moved that board accept the Policy & Procedure for

AwardsCommittee as submitted by committee. Carol Wild seconded. Motion Passed. See attached

Historian – Sue Bladorn nothing new

*Attached are the Committee Reports for Polies & Procedures, Historian, and Scholarship & Awards.

Sue Bladorn e-mailed information and application for NTPI. See attached

Government Relations: Michael Davidson & Carol Wild – IRS Practitioners Forum set for October 30, 2021 using virtual media.

Nominating Committee Report: We still need a membership chair. Barbara Craven is picking up everything that Maria Arbuckle.

New Business:

Next Board Meeting: July 23, 2021 at 10-1 am. By zoom.

Sue Bladorn moved to adjourn. Ira Rosenberg seconded. Motion passed

Zoom meeting adjourned at 11:56 a.m. by President Maddy Gairan.

Respectfully Submitted,
Barbara J. Craven, Secretary

OREGON SOCIETY OF ENROLLED AGENTS BOARD OF DIRECTORS' MEETING

Monday: MAY 24, 2021 at 9 AM TO NOON, NOT 10 AM TO 1 PM

SIGN into ZOOM MEETING a half earlier at 8:30 am, if you'd like to "visit" before meeting.

9 AM: Call to Order. Welcome any "members" joining us by Zoom!

1. **Read OrSEA Mission Statement, Secretary, Barbara Craven**
2. **PLEASE SIGN IN for THIS MEETING and notify Barbara of your presence on Zoom, please allow "video" presence so she can take roll call! Meeting is being Recorded by Zoom!**
3. **Check for quorum. (Barbara Craven)**
 - a. **Roll call, email your signature with date on it, IF you plan to attend this meeting.**
 - b. **Email Barbara any Proxies, if you cannot attend, Please!**
4. **Review/Approve OCT. 23, 2020 and DEC. 4, 2020 Virtual Board Meeting Minutes – Barbara Craven. POST on Website and emailed to each board member before the meeting!**
5. **Treasurer's Report: June Brock (POST on Website and emailed to each board member)**
6. **President's Report: Maddy Gairan, EA (Post on Website & emailed to each board member)**
7. **Vice President's Report: Evelyn Davis – NAEA Affiliate Council meeting**
8. **Directors' Reports: (Please let us know if you had any meetings and how well attended.)**
 - a. **North Directors— Michael Davidson and Anne Burgess**
 - b. **Central Directors— Joyce Davis and Kirkwood Donavin**
 - c. **South Directors – Susan Bladorn & Marie Linders**
9. **Committee Reports please EMAIL ALL REPORTS to each Board member before the meeting**
 - a. **We aren't taking the time to go through these because of time allotted again.**
10. **Education- Nicole Piehl - 2021 VIRTUAL CONFERENCE line up.**
 - a. **Please give any and all IDEAS for Nicole for scheduling In Person and Virtual classes for 2021 and beyond.**
We need to give her more time to plan for Education speakers and topics.
Thank you.
11. **Annual Conferences coming up:**
 - i. **2021- VIRTUAL CONFERENCE (26 so far in registered attendance)**
Are we going to break even or go in the hole?
 - ii. **2022- Klamath Falls, possibly ????- NEED TO DISCUSS THIS! Who will be Chair person and Where.**

iii. 2023 & 2024- ???????? NEED IDEAS where and if In-Person Conference.

12. Nominating - Daniel Stearns, Past President (read the Slate of Officers up for Election☺)

- a. VOTING on New Officers during Annual Membership meeting at 2 pm
- b. Membership – Maria Arbuckle is no longer a member of ORSEA
- c. By Laws / Legislative – Daniel Stearns
- d. Communications/Website: = Daniel Stearns
- e. Government Relations – Michael Davidson and Carol Wild
- f. Policies and Procedures: Sue Bladorn
- g. Historian- Sue Bladorn – Please still Send any photos to Sue or Daniel to be uploaded to our website from past Conferences, this one won't have any unfortunately.
- h. Scholarships and Awards: Sue Bladorn and Carol Wild

13. New and/or Pending Business/ Good of the Order:

- a. Next 2021 BOARD MEETING will be with EVEYLN DAVIS, New President

14. Adjourn by 10:50 AM.

THANK YOU ALL FOR YOUR SERVICE ON THIS BOARD! I do appreciate All of YOU and I totally MISS seeing You all in person!

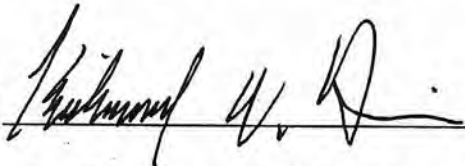
SIGN IN SHEET
(verbal check in)

Board Meeting MAY 24, 2021
MEETING BY ZOOM @ 9:17 a.m.

Maria Arbuckle	<u> X </u>
Sue Bladorn	<u> P </u>
June Brock	<u> P </u>
Anne Burgess	<u> P </u>
Barbara Craven	<u> P </u>
Michael Davidson	<u> P </u>
Evelyn Davis – V. President	<u> P </u>
Joyce Davis	<u> P </u>
Kirkwood Donavin	<u> Proxy </u>
Maddy Gairan - President	<u> P </u>
Marie Linders	<u> X </u>
Nicole Piehl	<u> P </u>
Ira Rosenberg	<u> P </u>
Daniel Stearns – Past Pres.	<u> P </u>
Carol Wild	<u> P </u>
Catherine Giovinco	<u> P </u>
	<u> </u>

**Oregon Society of Enrolled Agents (OrSEA)
Proxy Authorization**

I, Kirkwood W. Donavin, Central Director West, of OrSEA authorize Maddie Gairan to represent and vote for me at the Quarterly Board of Directors meeting on Monday the 24th of May, 2021.

Signed 

Dated 23 May 2021

Oregon Society of Enrolled Agents
Profit & Loss
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>
Income	
Conference income	5,150.00
Dues	
Dues - Renewals	<u>3,815.00</u>
Total Dues	3,815.00
Special Projects	
OrSEA Update	<u>75.00</u>
Total Special Projects	<u>75.00</u>
Total Income	9,040.00
Expense	
Board Meetings	
Zoom costs	<u>149.00</u>
Total Board Meetings	149.00
Committee Functions	
Awards / Scholarships	140.22
Education	<u>460.00</u>
Total Committee Functions	600.22
Education Expenses	793.75
Licenses	307.18
lobbying	2,700.00
Special Projects Exp.	
Scholarship	<u>500.00</u>
Total Special Projects Exp.	<u>500.00</u>
Total Expense	<u>5,050.15</u>
Net Income	<u><u>3,989.85</u></u>

Oregon Society of Enrolled Agents
Balance Sheet
As of May 21, 2021

	<u>May 21, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Umpqua Checking	24,282.46
Total Checking/Savings	24,282.46
Total Current Assets	24,282.46
TOTAL ASSETS	<u>24,282.46</u>
LIABILITIES & EQUITY	
Equity	
Restricted Funds	
Restricted Education Funds	
Restricted Fund - Education	4,928.81
Total Restricted Education Funds	4,928.81
Restricted Funds Lobbing	510.00
Total Restricted Funds	5,438.81
RET Fund Balance	16,808.57
Retained Earnings	-1,954.77
Net Income	3,989.85
Total Equity	24,282.46
TOTAL LIABILITIES & EQUITY	<u>24,282.46</u>

2021-2022 ORSEA PROPOSED SLATE OF NOMINEES

May 26, 2021
NOMINATING COMMITTEE

Following is the proposed slate of ORSEA Officer and Director Nominees with prospective initial election, maximum term(s), re-election date, and mandatory term end. Due to COVID-19 a late vote will be held at the annual membership meeting via Zoom on 10/23/2020.

Officers	Nominee	Initial Election	Maximum Term	Re-Election Date	Mandatory Ending Date
President	Evelyn Davis	May 2021	(2) one-year terms	May 2022	June 2023
Vice President	Anne Burgess	May 2021	(2) one-year terms	May 2022	June 2023
Secretary	Cindy Peterson	May 2021	(2) one-year terms	May 2022	June 2023
Treasurer	June Brock	May 2019	(4) one-year terms	May 2021	June 2023
Immediate Past President	Maddy Gaoiran	May 2021	(2) one-year terms	May 2022	June 2023
Directors	Nominee	Initial Election	Maximum Term	Re-Election Date	Mandatory Ending Date
North Director*	Michael Davidson	May 2018	(2) two-year terms	May 2020	June 2022
North Director	Angela Horst	May 2021	(2) two-year terms	May 2023	June 2025
Central Director – West	*Kirkwood Donavin <i>(*Appointed replacement to finish Peter Mar's first term through 06/30/20 – Mar's Initial election May 2018)</i>	*May 2020	(2) two-year terms	*May 2022	** June 2024
Central Director – East	Joyce Davis	May 2019	(2) two-years terms	May 2021	June 2023
South Director	*Susan Bladorn <i>(*Appointed replacement to finish June Brock's last term through 06/30/20 – Brock's Initial election May 2016; Brock was elected Treasurer in May 2019)</i>	*May 2020	(2) two-year terms	May 2022	June 2024
South Director	Open	May 2021	(2) two-year terms	May 2023	June 2025
At-Large Director	Carol Wild	May 2018	(2) two-year terms	May 2020	June 2022

BOLD Names & Dates indicate pending new election or re-election for Fiscal Year July 1 to June 30

AWARDS COMMITTEE
POLICIES & PROCEDURES

COMMITTEE: The Committee is appointed by the President annually; suggested to consist of at least two OrSEA members, of which one or both are appointed as committee chair.

GOALS: Annually meet to discuss and potentially choose the recipients for two awards; the **Founders Award** and the **Lifetime Achievement Award**. Discussion may result in no recipient being chosen, as these awards should be given when there are worthy recipients. The **President's Award** is chosen by the President, again when there is a worthy recipient.

TIMELINE: (Annual target dates)

By April 30th: 1. Preferably, recruit at least one other OrSEA member to assist with the decision-making process, to make an odd number of votes. Get the committee members together for an in-person, phone or ZOOM meeting to brainstorm about potential recipients. Choose those who stand out and are worthy of the awards.
2. Contact and request that the immediate prior recipients send to the committee chair the "Perpetual Plaque" that was given to them previously for display in their office. This plaque includes the year received and the names of all prior recipients.

Between May 1st – 20th or so: Finalize the recipient choices and acquire award plaques and the nameplates to add to the Perpetual Plaques. Historically OrSEA has given each award recipient a nice gift (valued at \$100 or so each). Acquire those gifts.

At the Annual Conference Banquet: (historically the M-Th before Memorial Day)
Announce the recipient(s) of their award and present them with their plaque and the Perpetual Plaque that includes their nameplate.

At the next Board Meeting: Submit in a written report, or listed in the minutes of that meeting, each award, the recipient's name, and amount awarded.

SCHOLARSHIPS COMMITTEE

POLICIES & PROCEDURES

COMMITTEE: The Committee is appointed by the President annually; suggested to consist of at least two OrSEA members, of which one or both are appointed as committee chair.

GOALS: 1. Annually award OrSEA member applicant(s) funds to assist with the cost of attending NAEA's NTPI (National Tax Practice Institute) Level's 1, 2 or 3. The annual award depends on designated funds budgeted by OrSEA and which is authorized by the Board at the first board meeting of each year. In the event no NTPI 1, 2, or 3 level applications are received, the committee may consider applications from NTPI Graduate track participants, although the funds awarded may be less than for level 1, 2, or 3 applicants.

2. Assist with the fundraising activities at the Annual Conference. Historically we have had a Silent Auction and Door Prize Raffle Ticket sales. Send out a call to members attending the Annual Conference donations for fundraising items.

TIMELINE: (Annual target dates)

By February 15th: Update the application form and post it to OrSEA's website. Application submission postmark or e-mail must be dated by May 1st. Write a short notice/article for the newsletter to be included in the February, March, and April newsletters.

Between February 16th – May 10th: Collect applications submitted by the due date. Recruit one to three other long-time OrSEA members to assist with reviewing and vetting the applications and choosing the recipient(s).

Between May 11th – Conference Date: (historically the M-Th before Memorial Day): Collect all applications; assign a number to each applicant and note that number on each page of the application received; forward the "General Information Form" and the "Essay" parts of the applications to the 3-5 people who have temporarily been appointed, to review the applications and vote on their choice of recipient(s).

At the Annual Conference: Announce the recipient(s) of their successful application(s). Arrange for payment of the funds. The recipient must pay the costs and request reimbursement by submitting their request to the OrSEA Treasurer.

At the next Board Meeting: Report in a written report, or listed in the minutes of that meeting, the recipient's name(s) and amount(s) awarded.

POLICIES & PROCEDURES COMMITTEE REPORT

May 24, 2021

With the COVID-19 pandemic still affecting all of us the P&P Committee has been fairly inactive. No changes have been identified to either the OrSEA operations document or the Conference document. We expect to have some updating to do when the pandemic is behind us and we can figure out what the new "normal" will be. They are both posted on the OrSEA website.

We worked with the Scholarship/Awards Committee to write Policies & Procedures for that committee. That committee is submitting documents at this board meeting within their report.

A reminder to all Officers, Directors, & Committee chairs to transfer your OrSEA notebook to the new person in your position, so the information is kept in perpetuity.

We welcome any comments and suggestions.

We are still working on the OrSEA job descriptions and hopefully will get that done one of these years.

Respectfully submitted,

Susan Bladorn & Caty Giovinco
Committee

Scholarships & Awards Committee Report

May 24, 2021 Board Meeting

Scholarships: Due to the many challenges of the last year, the committee did not post the application for the 2021 program earlier in the year as it was not clear if NTPI would occur this year, or in what format if it did. NAEA's plans for NTPI have been evolving and 2021 program has been only recently added to their website. After originally contemplating not offering the scholarship program this year, the committee has decided to offer a truncated process. Scholarship applications *revised for 2021 only* will be available shortly on the OrSEA website. Applications will be via emailed pdf attachments to roset@rosenet.net and will be due Wednesday June 2nd and responses to applicants within one week.

This is after the start of NTPI Level 1, but as we require recipients to pay costs upfront and receive reimbursement after submitting receipts, this will work. The other levels are later.

Note: At the December meeting the Scholarships committee included proposed Policies & Procedures for the OrSEA scholarship process for NAEA's NTPI program, but we did not vote as a board to approve the policies, so we should do so at today's meeting.

Awards: The committee will award one award this year at the General Meeting on Wednesday May 26, 2021 as there will not be a banquet this year and the recipient will receive the award via snail mail.

Respectively submitted,

Susan Bladorn & Carol Wild, Co-Chairs

HISTORIAN COMMITTEE REPORT

May 24, 2021

The OrSEA scrapbooks are up to date (well, they could be within a day or so); the records and photos go back through 1990 (excluding the pandemic years 2020-2021). The scrapbooks include our past conference flyers, info on the facilities we partnered with, and many pictures of the wonderful speakers, tax pro's, their loved ones & various other interesting folks in very interesting settings.

The Historian Notebook includes lists of the past recipients of the Founders, Lifetime Achievement, President's, and new in 2018 Vice President's Awards. Year 2017 Founders and President's Award recipients are incomplete and their names are needed.

Also included in that notebook is a list of past recipients of the OrSEA awarded NTPI Scholarships. Years 2012 and 2016 Scholarship recipients are incomplete and their names are needed.

An updated version of the past conference education speakers and topics, complete back to 1990 has been written. That document is included in the Historian Notebook and copies are available.

The committee is still working on updating the job descriptions for each notebook.

Respectfully submitted,

Susan Bladorn, Chair

~ATTENTION~
NTPI SCHOLARSHIP AVAILABLE
APPLY NOW
Application due June 2, 2021

OrSEA & the Scholarship Committee have decided to award scholarship funds for 2021 NTPI sessions.

Please complete your application and submit it by June 2, 2021.

The COVID-19 pandemic has put our lives on hold. However, OrSEA is moving ahead by awarding funds to assist you with attending NAEA's NTPI programs.

GENERAL INSTRUCTIONS FOR OrSEA - NTPI SCHOLARSHIP

Scholarships are for tuition only for Levels 1, 2, or 3 (no graduate level). All applicants must be current OrSEA members. Please read carefully, **complete the application, and submit it to OrSEA, c/o Susan Bladorn, PO Box 8, Roseburg, OR 97470.** All applications must be postmarked by the second Monday of May, each calendar year. Applications postmarked after that date will not be accepted.

Prepare a comprehensive essay of between 350 and 500 words, double-spaced, including information about yourself that you have not yet provided. When writing the essay, please refrain from referring to the part of the country in which you live or practice, do not use your letterhead, and do not use any reference that would otherwise possibly identify you to the Committee. In order for the process to be as fair as possible, the Committee needs to be blind to the applicant's identity.

Include in that essay information such as your commitment to: attending NTPI; short term and long-term goals in the representation field; providing your own transportation and travel costs to attend; any pertinent information relating to job experience, volunteer activities, or any other accomplishments which enhance your profession.

Although financial hardship is not criteria in the awarding of a scholarship, please state if cost is a factor in determining your attendance.

Even though we ask for some specific information on the application forms, you are not precluded from repeating this information in the essay you will write.

If you need further assistance or information regarding the OrSEA NTPI Scholarship Program, please call (541) 673-1468; fax (541)672-6345; e-mail rosest@rosenet.net or mail via USPS to the address above.

Please return this application as soon as possible.

***SCHOLARSHIP WILL BE AWARDED BY MAY 31st.
Awardees will be notified no later than June 20th.***

OrSEA APPLICATION NTPI SCHOLARSHIP

Please answer all questions.

Last Name First Name Initial

Business Address

City, State, Zip Code

Home Address

City, State, Zip Code

Business Phone: Best time to call:

Home Phone: Best time to call:

Fax Number: e-mail address:

Do you prefer correspondence to be mailed to your home or business address?

Level for which you are applying

I have read all of the information and the requirements contained herein and agree to abide by them.

Signature

Date

General Information Form

1. What percentage of your time is spent in representation?
_____ %

2. Is it a goal to increase your percentage of representation?
_____ Yes
_____ No
If yes, why?

3. List your education background.

4. How long have you been a tax practitioner?

5. Are you self-employed? ___ Yes Number of years
_____ No

6. If not self employed, how long with current employer?
Number of years

7. What is your primary occupation (if other than full-time tax professional)?

8. Number of hours of Continuing Professional Education attended during this past calendar year: _____