



**BOARD OF TRUSTEES
DRAFT MEETING MINUTES
October 6, 2010
Microsoft Office Live**

1. Call to Order

The Regular Meeting of the Board of Trustees of the California Society of Enrolled Agents Education Foundation (CSEAEF) was called to order on Wednesday, October 6, 2010 at 10:00 a.m. via Microsoft Office Live Meetings. Vice President , Raven Deerwater, EA, and Secretary, Alma Guenther, EA, were present. A quorum was present.

Roll Call

<u>OFFICE</u>	<u>NAME</u>	<u>PRESENT</u>	<u>ABSENT</u>
President	David A. Shaw, EA		X
Vice President	Raven Deerwater, EA	X	
Treasurer	Don Stacy, EA	X	
Secretary	Alma Guenther, EA	X	
Member Trustee Director	Anne Arms, EA		X
Member Trustee Director	Amanda Boston, EA	X	
Non-Member Trustee	Walter Klekowski	X	
Non-Member Trustee	Steve Sims, EA		X
Member Trustee Director	Penny van der Meer, EA	X	

Guests: James Houston, EA, Mary Philippsen, EA, Cary M. Steward and Catherine A. Apker, CAE.

ACTION The Chair declared a quorum present.

2. Approval of Consent Agenda

MOTION It was moved and seconded to approve the Consent Agenda with the following items:

- The Minutes of September 15, 2010
- Audit Committee September 25, 2010 draft minutes
- Audit Committee 2010-2011 Action Plans update
- Finance & Budget Committee September 25, 2010 draft minutes
- Finance & Budget Committee 2010-2011 Action Plans update

3. Policy Discussion

ACTION Ms. Boston provided a brief description of the report from the Scholarship Grading Guidelines Committee. There was discussion regarding the

rejection criteria outlined. There were concerns expressed regarding the number of typos or misspellings suggested for elimination, and the elimination of the bullet point "must mention Enrolled Agent in Goals". There was also a healthy discussion of the 75% criteria versus the 80% criteria as the threshold for scoring and receiving scholarship awards. It was determined that this criteria will not be used for the current scoring period, but that staff will go through the applications and let the Scholarship Committee know which applications would have been eliminated based on the rejection criteria had it been used. This data will be reviewed by the Scholarship Committee during its conference call while discussing the scoring matrix.

ACTION Ms. Boston reviewed the change items being recommended for the scholarship applications. Following discussion, there was consensus to move forward with changing the two applications based on the items outlined.

MOTION The Scholarship Grading Guidelines Committee moved the adoption of the Scholarship Award Policy which states The CSEA Education Foundation Scholarship Committee will score scholarship applications as soon after the closing date for acceptance is feasible. The closing dates for the application cycle each year will be:

- June 30
- September 30
- December 30

The scoring threshold for an applicant to receive any scholarship money is 75%.

The CSEA Education Foundation will not fund duplicate scholarships. If NAEA, any CSEA Chapter or any other entity has awarded a scholarship to a CSEA scholarship applicant, the Foundation will only award up to the full amount determined for all Foundation scholarships.

The maximum amount of any scholarship award will be \$800 per applicant per year.

An application that is rejected or denied funding, the individual will be provided an opportunity to resubmit an application just once, and specific feedback will be provided to assist the applicant in providing a better application the second time.

Motion passed.

4. Unfinished Business

ACTION Mr. Deerwater reviewed the evaluation summary from the September 15, 2010 meeting and noted that only two individuals completed and submitted the form. He encouraged better participation

ACTION Mr. Deerwater called attention to the auction and the letter sent from President Shaw regarding donations to the auction, as well as bidding. Ms. Philippsen shared that she had drafted a letter to be sent to CSEA vendors also asking for donations to add to the auction. Ms. Steward mentioned that the auction was online as of October 1 and that additional donations were being received. Mr. Deerwater encouraged all Trustees to provide something for the auction as mentioned by President Shaw at the prior meeting.

5. New Business

ACTION There was no new business to come before the Board.

6. Next Meeting

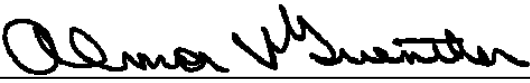
ACTION 10:00 a.m. on Tuesday, October 26, 2010 via Microsoft Office Live Meetings.

ACTION There being no further business to come before the Board, the Vice President adjourned the meeting at 10:50 a.m.

Respectfully submitted,



Alma V. Guenther, EA
Secretary

Approved: 

Date: October 26, 2010