



**BOARD OF TRUSTEES
DRAFT MEETING MINUTES
September 15, 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, September 15, 2010 at 10:00 a.m. via Microsoft Office Live Meetings. President and Chair, David A. Shaw, 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: Susan Growney, EA, 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

ACTION The Minutes of July 28, 2010 were accepted as presented.

3. Strategic Discussion

ACTION Mr. Shaw reviewed Agenda items i. Scoring threshold a. 80% / 75% / 70% and ii. % for awarding scholarship or % of requested funding under Scholarship Awards. It was decided that both items will be placed on the Agenda for a meeting scheduled on October 6 to finalize a policy recommendation for the Board's consideration to be forwarded to the Scholarship Committee for scoring of the July-September applications. All these items will be reviewed and a recommendation made to the Trustees at its meeting on October 6. Those serving on the Review Task Force:

Ms. Boston, EA, Chair, Ms. Philippsen and Ms. Arms. It was also suggested that the Chair might also want to reach out to Sandy Daniioth-Jones, EA, the Chair of the Scholarship Committee in 2009-2010.

ACTION Mr. Shaw introduced the Agenda item Duplication of Scholarships – NAEA / CSEA. Discussion ensued regarding this issue and different ways to approach the item.

MOTION It was moved and seconded there will be no duplication of scholarships and that CSEA will ask that both NAEA and Chapters offering scholarships provide their list of scholarship recipients to CSEA to ensure there will not be any duplication
Motion passed.

ACTION Mr. Shaw introduced the Agenda item regarding Denied Applications. Following a lengthy debate, it was determined that an individual will be provided the opportunity to resubmit an application that was denied just once and that specific feedback will be provided that will assist the applicant in providing a better application the second time.

ACTION Mr. Shaw introduced the Agenda item regarding *Fundraising Success Guide*. Since the majority of Trustees had not had an opportunity to read the pamphlet, Mr. Shaw provided an overview of the contents. Mr. Shaw encouraged everyone to read the document as a base for better debate at future meetings.

ACTION Mr. Shaw introduced the additional Agenda items under 3.B. regarding the following: ii. Foundation grants, a. Grant writing; iii. Larger corporate donations, a. Contacts identified; iv. Plan of Action for Trustees and v. Planned Giving, a. Charitable Trusts and b. Life Insurance. Mr. Shaw addressed all the topics concurrently since they all have to do with attracting donations that will provide the Foundation the wherewithal to do what it would like to regarding educating the public.

It was determined that these items will be back on the Agenda for consideration at the October 26 Board meeting.

4. Unfinished Business

ACTION Mr. Shaw reviewed the evaluation summary from the July 28, 2010 meeting and noted the comments for improvement.

6. New Business

CSEA Education Foundation
September 15, 2010 Minutes
Page 3

- ACTION Mr. Shaw reviewed the fund raising report and indicated that he will save the items pertaining to the Foundation Fundraising Committee until other issues have been dealt with at the October 26 meeting.
- ACTION Mr. Shaw encouraged all Trustees to provide something for the Auction. The dates are October 1 through November 30. Ms. Steward reviewed a list of potential items should anyone need assistance with an idea.

7. Reports

- ACTION Mr. Stacy reviewed the Year-end financial statements for the Foundation, noting both positive and negative variances.
- ACTION There being no further business to come before the Board, the Chair adjourned the meeting at 11:47 a.m. until 10:00 a.m. on Wednesday, October 6, 2010 via Microsoft Office Live Meetings. A second meeting was also scheduled at 10:00 a.m. on Tuesday, October 26, 2010 via Microsoft Office Live Meetings.

Respectfully submitted,



Alma V. Guenther, EA
Secretary

Approved: _____

Date: _____