



**BOARD OF TRUSTEES
DRAFT MEETING MINUTES
July 28, 2010
Microsoft Office Live**

1. Call to Order

The Annual and Regular Meeting of the Board of Trustees of the California Society of Enrolled Agents Education Foundation (CSEAEF) was called to order on Wednesday, July 28, 2010 at 9:19 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, and Catherine A. Apker, CAE.

ACTION The Chair declared a quorum present.

2. Trustee Orientation

ACTION The Trustee Orientation Manual was reviewed, highlighting items of importance.

ACTION All Trustees and committee Chairs who have not signed the Code of Ethical Conduct and Conflict of Interest document were asked to do so and forward to staff. The Chair requested that they be returned to staff by Friday, July 30, 2010.

3. Approval of Consent Agenda

ACTION It was **M/S/C** to approve the Consent Agenda as presented, which included approval of the following items:

- The Minutes of January 28, 2010
- Member and non-Member Trustees
 - Member Trustees
 - ✓ Anne Arms, EA
 - ✓ Amanda Boston, EA
 - ✓ Penny van der Meer, EA
 - Non-Member Trustees
 - ✓ Walter Klekowski
 - ✓ Steve Sims, EA

4. Special Order of Business

ACTION The fourteen scholarship awards were approved as recommended by the Scholarship Committee for a total amount of \$9,069.06 awarded.

ACTION Ms. van der Meer indicated her willingness to serve on the Executive Committee as a Trustee. She was elected to the Committee by unanimous consent.

5. Unfinished Business

ACTION The contributions from Thomson Reuters for scholarships were reviewed. A breakdown was provided of those Chapters entitled to some of this scholarship money.

6. New Business

There was no New Business to come before the Board.

7. Reports

The following reports were referred to without comment:

- Audit Committee Draft Minutes of June 26, 2010
- 2010-2011 Audit Committee Action Plans Update
- April 2010 Financial Statements
- Finance & Budget Committee Approved Minutes of June 1, 2010 and Draft Minutes of June 26, 2010
- 2010-2011 Finance & Budget Committee Action Plans Update
- Scholarship Committee Approved Minutes of June 1, 2010
- 2010-2011 Scholarship Committee Action Plans Update
- Schedule for Scholarship Applications and Scoring

ACTION The Chair assigned Mr. Stacy to provide detailed reporting to the Trustees on the financial statement at each meeting.

CSEA Education Foundation

July 28, 2010

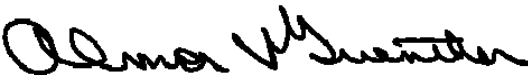
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- ACTION Ms. Boston asked what the Nancy Nesbitt Legacy Fund was. Ms. Apker provided the background.
- ACTION Ms. Boston expressed concern about the scoring process for scholarship applications. A copy of the summary report on the scoring was reviewed and explained. It was determined that the summary report will be provided to the Trustees with the Scholarship Committee's recommendation in the future. The Chair asked Ms. Philippsen and Ms. Boston to work on a recommendation for fair and equitable scoring criteria for evaluating scholarship applications to be considered by the Trustees at the next meeting in September.
- ACTION The Chair reminded the Officers and Trustees that they are Ambassadors of the Foundation and that they need to help solicit funds. He also indicated that for the September meeting he wanted to spend time discussing the following:
- Foundation grants
 - Identification of large corporate donations and contacts
 - Grant writing
 - Charitable Giving and Life Insurance
 - A Plan of Action for Officers and Trustees
- ACTION There being no further business to come before the Board, the Chair adjourned the meeting at 11:10 a.m. until 10:00 a.m. on Wednesday, September 15, 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: September 15, 2010