



**BOARD OF TRUSTEES  
DRAFT MEETING MINUTES  
October 29, 2009  
Conference Call**

**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 Thursday, October 29, 2009 at 10:00 a.m. via conference call. President and Chair, Connie Ferrell, EA, and Secretary, Gregory Cash, EA, were present. A quorum was present.

Roll Call

| <u>OFFICE</u>           | <u>NAME</u>          | <u>PRESENT</u> | <u>ABSENT</u> |
|-------------------------|----------------------|----------------|---------------|
| President               | Connie Ferrell, EA   | X              |               |
| Vice President          | Jean Nelsen, EA      | X              |               |
| Treasurer               | Alma Guenther, EA    | X              |               |
| Secretary               | Gregory Cash, EA     | X              |               |
| Member Trustee Director | Cherry Comstock, EA  | X              |               |
| Non-Member Trustee      | Walter Klekowski     | X              |               |
| Member Trustee Director | Steven Leibold, EA   |                | X             |
| Non-Member Trustee      | Selvi Stanislaus, JD | X              |               |
| Member Trustee Director | Joni Terens, EA      | X              |               |

Guests: Vicki Mulak, EA, Kathy Rocha, EA, Mark Seid, EA, Catherine A. Apker, CAE, Karen Clifford, and Clifford Weimer.

ACTION                      The Chair declared a quorum present.

**2. Approval of Consent Agenda**

ACTION                      The Minutes of September 16, 2009 were approved without objection.

ACTION                      The 2010-2011 Action Plans for the following committees were approved without objection:

- Audit
- Finance & Budget
- Scholarship

**3. Special Order of Business**

- ACTION                      It was M/S/C to approve the recommendation of the Scholarship Committee regarding scholarship awards.
- Discussion regarding scholarship awards - There was concern as to how the quality of submissions can be enhanced. The process was reviewed and Ms. Rocha shared the Committee's thinking.
- Ms. Stanislaus also indicated that if she had brochures she could see that they get to both EDD and BOE staff that prepare tax returns. FTB staff members are not allowed to do taxes so they would not be eligible for the scholarships.
- ACTION                      The 2008-2009 audit was approved without objection.

#### **4.      Unfinished Business**

##### **Reports**

- Reports were provided relative to the assigned objectives.
- Objectives 1.1, 1.2 and 1.3 – Ms. Comstock, Mr. Cash and Mr. Klekowski. Ms. Comstock reported on the continuing work on these objectives. A list of prior scholarship email addresses had been provided and Ms. Comstock was following up to try and obtain testimonials. Mr. Klekowski drafted a letter to be used in generating donations. They will be working on creating a potential donor list and developing a program that outlines various donor levels and what each would receive for each level of donation. Mr. Cash talked about possibly targeting specific demographics, such as those leaving military service to consider being an Enrolled Agents as a career choice.
- Ms. Apker indicated that a revised business card was now available should anyone want a copy. Ms. Terens indicated that she would like to receive the revised card.
- Objective 1.4 – Ms. Nelsen reported on her continued discussions with a grant-writing consultant. The consultant felt that scholarships were a laudable endeavor in itself. She discussed the possibility of pursuing something through the Veterans Administration for those leaving military service. She felt that they might also provide some money to pursue such an endeavor.
- There was also discussion regarding development of an article that could be used in any publication to address the potential of becoming an Enrolled Agent as a career option. USAA magazine was cited as an example of where an article of this nature might be placed.

Ms. Comstock and Ms. Guenther indicated a willingness to assist with an article of this nature. Ms. Apker indicated that the new Marketing Coordinator would be able to work on this project too.

- Objectives 2.1 and 2.2 – Ms. Apker and Ms. Danioth-Jones. Ms. Apker reported that material is still being gathered for a brochure. Ms. Rocha indicated that she is researching options from other sources to assist.
- Objectives 3.1, 3.2 and 3.3 – Ms. Terens and Mr. Leibold. Connie Lorz, EA. Ms. Terens reported that the three divided the objectives among themselves for further advancement. Ms. Lorz has Objective 3.1, Ms. Terens has objective 3.2 and Mr. Leibold has objective 3.3. Ms. Terens reported that she had turned over all information regarding the tax agencies to Ms. Lorz. There were no additional reports provided.

## **5. New Business**

The fundraising report was reviewed. Mr. Weimer indicated that he negotiated a lower fee with the auction Internet provider for \$325 instead of the previous \$500. He indicated that to date there was \$8,000 worth of items being auctioned. However, more items are needed.

### **ACTION**

Without objection, a Fundraising Committee will be established.

It was suggested that Chapter Presidents could be approached for names of individuals interested in serving on such a Committee. Ms. Ferrell asked that each person on the call forward at least one name from a Chapter that would fit well in this area within three weeks. The Committee meetings would all be by conference call. The names should be forwarded to Ms. Apker.

## **6. Reports**

### **ACTION**

The following items were reviewed:

- A. Audit Committee
  - i. Minutes of September 26, 2009
  - ii. 2009-2010 Action Plans Update
- B. Finance & Budget Committee
  - i. July 2009 - Financial Statement
  - ii. Minutes of September 26, 2009
  - iii. 2009-2010 Action Plans Update

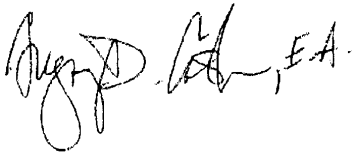
C. Scholarship Committee

- i. Minutes: September 26, 2009 and October 22, 2009
- ii. 2009-2010 Action Plans Update

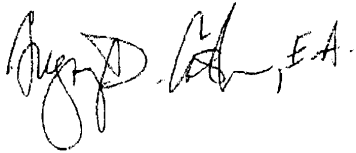
ACTION

There being no further business to come before the Board, the Chair adjourned the meeting at 11:25 a.m. until 10:00 a.m. on Thursday, January 28, 2010 via conference call.

Respectfully submitted,



Gregory D. Cash, EA  
Secretary



Approved:

Date: January 28, 2010