



**BOARD OF TRUSTEES
MEETING MINUTES
September 16, 2009
Conference Call**

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, September 16, 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: Sandy Danioth-Jones, EA, Vicki Mulak, 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 Consent Agenda was approved as presented, which included approval of the following items:

- The Minutes of August 5, 2009

3. Special Order of Business

There was no special order of business.

4. Unfinished Business

There was no unfinished business.

ACTION

It was moved that the Trustees direct the CSEA Education Foundation Finance & Budget Committee to treat all funds as unrestricted, including the Nancy L. Nesbitt Legacy Fund until it is specified by the Trustees that it be treated differently.

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 preliminary work. A detailed written report was forwarded to Trustees following the meeting.
- Objective 1.4 – Ms. Nelsen reported that she has been in contact with grant-writing consultants as a means to facilitate applying for a grant for the Foundation once a focus is identified.
- Objectives 2.1 and 2.2 – Ms. Apker and Ms. Danioth-Jones. Ms. Apker reported that Kathy Rocha, EA, had been added to the subcommittee as part of this effort. She shared that a brochure was being developed highlighting various opportunities for donations. Once the brochure is completed, wording on the website will be developed to expand the descriptions and have sample templates for facilitating such donations. The Trustees agreed that the Foundation is not interested in administering an annuity but could certainly be named in one as a beneficiary.
- Objectives 3.1, 3.2 and 3.3 – Ms. Terens and Mr. Leibold. Connie Lorz, EA, was added as a member of this subcommittee. 3.1 - Ms. Terens reported on the existing programs she found through IRS - payroll seminars with EDD and basic introductory class for high schools (no one is actually doing these), FTB (brochures on various tax issues), BOE (sales tax issues) and Social Services (need for preparation of W4s and correctly completing W2s. VITA classes are conducted in some high schools. Mr. Seid mentioned that the CPAs have a literacy program that they take to high schools. Ms. Terens indicated that possibly focusing on alternative, extension and ROP programs in high schools might be a good focal point for responsibilities for filing and completion of simple forms like the 1040EZ. Junior and community colleges seemed to offer classes for tax preparation. 3.2 – Ms. Terens reported that working with the Los Angeles Emergency Management Team (has a sheet available with a list for a pre-disaster kit) and the Red Cross for pre-disaster planning would be beneficial. The Foundation could focus on what to keep for FEMA.

5. New Business

There was no new business.

6. Reports

ACTION

Finance & Budget Committee – June 30, 2009 Variance Report, year-end Financials and Balance Sheet were reviewed.

ACTION

Ms. Apker reviewed the general solicitation letter. Corrections were identified and will be made.

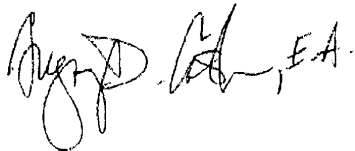
Staff will need to be notified if any Trustee or Officer wants a copy of the letter for solicitation purposes.

Business card template was reviewed. A sheet for each individual Trustee and Officer will be forwarded for use pertaining to Foundation business.

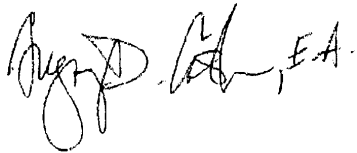
ACTION

There being no further business to come before the Board, the Chair adjourned the meeting at 11:23 a.m. until 10:00 a.m. on Thursday, October 29, 2009 via conference call.

Respectfully submitted,



Gregory D. Cash, EA
Secretary



Approved:

Date: October 29, 2009