

BETA ALPHA PSI
Board Meeting Minutes
January 6, 2009
Approved by the Board of Directors

A. Call To Order

1. The meeting was held at the Academic Information Resource Center at California State University, Sacramento, and was called to order by President Jon Lomeli at 6:30pm.
2. Officers present: Jon Lomeli, Jessica Sevrin, Stephanie Gury, Stephanie Gordon, Ashley Smith, Sara Light, Andrea Paperno, Amy Johnson, Tobi Oluwafemi, Phuoc La
3. Directors present: Jennifer Iwata, Joe Delgado, Vimal Patel, Fahmida Bashir, Alena Petkov, Tien Nguyen, Juan Garcia

B. Approval of Minutes from 12-29-08

Motion brought by Jon Lomeli
Seconded by Stephanie Gordon
Passed with vote 8-0

C. Contribution Meetings

1. **Scheduling:** The contribution meetings are now scheduled. There are open time slots still available should we want to ask more sponsors to schedule contribution meetings. We also have two technical meeting time slots available to bring on additional sponsors. The consensus with the board is that having sponsors rather than guest speakers would be beneficial to the organization because we can build a relationship with a sponsor and having a sponsor also helps with funds. We will pursue two additional sponsors. Having a CPA Review course as a sponsor would be less beneficial since they would be looking for business from us, whereas a firm is looking to hire us.
 - a. Google & Hewlett Packard: We will send out a pitch to Google to see if they are willing to meet with us for a contribution meeting. Stephanie Gordon will contact Cathy Daly from the CBA to see if she has a contact at HP that we could use to ask them to sponsor us.
 - b. Novogradac decided not to sponsor us last semester, but came as a guest speaker. Accounting Society is also pursuing them as a sponsor. We will invite them to Meet the Firms and possibly as a guest speaker at a technical meeting, pending point a.
 - c. Ryan Consulting Firm attended the Career Fair, so the Career Center will have a contact for them so we could possibly invite them to Meet the Firms.
2. **Invoice Proposals:** Jon Lomeli, Stephanie Gordon, and Ashley Smith held a meeting to discuss actual event costs. Three ways to present our sponsorship package to firms were emailed to the board. We could show costs divided by events with actual costs and a discounted sponsor price, or with plugged-in numbers adding to our sponsorship price. We could also leave off the event prices and just show the bottom line. We want to avoid having firms choose to pay for only the events they wish to attend. We will not list on the invoice that a partial sponsorship is available because then all firms would want to take advantage of it. Jessica Sevrin suggests doing two rounds of sponsorship: in the first round firms decide to become a full sponsor, and the the second round any remaining sponsorship spots are filled by partial sponsors if any openings remain. Bundles could also be offered. We will wait until a future semester to open up some type of partial sponsorship since with the economy, more firms will likely want a partial sponsorship than not, and we currently do not have enough cash on hand to fund our events.

Chevron will still be offered a partial sponsorship because they are outside of the greater Sacramento area and it would be unrealistic to ask that they pay to attend all events.

3. **Burnett & Company LLP:** Burnett wishes to be sent a contribution packet in lieu of scheduling a contribution meeting. Having a contribution meeting every semester may be repetitive for the firms, but other firms may feel it is unfair that some firms don't hold contribution meetings while others do. It also may be easier for a firm to discontinue sponsorship in the future if they don't meet with us for contribution meetings. Burnett has consistently been professional and timely, so we will allow them to sponsor us this semester without a contribution meeting. We will ask them for feedback on our contribution packets via email.

D. Professional Events

1. **Meet the Firms:** Meet the Firms is scheduled for March 27th.
 - a. Jon Lomeli, Stephanie Gordon, and Andrea Paperno held a meeting on January 5th with Accounting Society. AS would like to do uniform professional name badges for the professionals with a watermark of their firm's logo. We will have to decide with AS if we can still put a graduation cap on the name badges of previous BAP members who are now professionals. We could ask in our invitation that professionals who were previously BAP members to wear their lapel pins at Meet the Firms.
2. **Scavenger Hunt:**
 - a. Andrea will email the firms tomorrow to finalize the Scavenger Hunt date. Perry-Smith has expressed that March 10th would work the best for them, but they and Reznick will be available on the 20th. Reznick is not available on the 22nd. March 20th is the new tentative date.
 - b. Informal vote to change the title "Scavenger Hunt" to something more descriptive did not pass 0-16. Dress code will be changed in the handbook from business casual to "business casual, recommended business professional."

E. Social Update

1. **Rollerskating:** Going to a King's game will not work out as it would be too expensive. Phuoc La has scheduled Rollerskating in its place, where we will have the whole venue to ourselves. Rollerskating is scheduled for Tuesday, April 7th at 7pm at Roller King Skating.
2. **RPM:** RPM is scheduled for Tuesday, March 3rd at 7pm.
3. **Trampoline Dodgeball:** Trampoline Dodgeball is scheduled for Saturday April 18 at 4pm at Sky-High Sports in Rancho Cordova. Phuoc will set up teams incorporating candidates, members, and professionals.
4. **Alumni Picnic:** Faculty advisor Pforsich has requested that the board gets our alumni more involved, and we can do this through scheduling an alumni picnic. Phuoc will send quoted prices to Stephanie Gordon. The board feels this is an important event to hold unless we do not have enough funds. We do not need to have it this semester to meet national requirements. We will see if we can find a park so that kids will have a playground.
5. **Joint Social with AS:** Phuoc will continue setting up an off the books flag football game with Accounting Society. There will be no food to save on costs. This is tentatively scheduled for Sunday, April 19th. We would have to rent, borrow, or purchase flags. We may buy flags and split costs with AS if we want to play every semester/year.

F. Technical Meetings

1. **Update:** All sponsoring firms have confirmed except for that Pac Coast is tentative. Roger Phillips CPA Review has confirmed. We have two times available, and one could possibly be reserved for alumni panel.

2. **CBA Banquet Conflict:** Our technical meetings end April 15th and the banquet is usually in May, so there should not be any conflict.
3. **Profiling Presentation Before/After:** Joe would like to show members and candidates pictures on the presentation screen before and after technical meetings along with some interesting facts about the person. Three to four people could be profiled at each meeting in a slideshow to help get members and candidates more involved at technical meetings. They would also build a relationship with the director putting together the slideshow. People could be chosen by drawing names, and redrawing when someone declines. We may hold statistical surveys at each board meeting. We could show announcements at the end of meetings.
4. **Firm Hosting:** A firm could host a technical meeting when the other speaker is a guest speaker. Other firms might not like this, but we could do it on a rotating basis.

G. VP Committees Update

1. **Committees:** Board members and directors are welcome to set up committees if they see a need and tasks can be performed if they let the board know about it.
2. **Recruitment:** Vimal will reserve a spot for the recruitment booth on January 12th and will try to get the same spot. Vimal would like to add sidewalls on to our booth to make it look more professional. It would be easy to roll the sides to size from the bottom if we were to get half-walls. If we got a back wall we might be able to have a logo printed on it by donation. Jon Lomeli makes the motion to purchase a back wall for our canopy for \$82 plus tax from elitedeals.com in black without considering printing. Seconded by Sara Light. Motion passed 7-1. If anyone is able to help Vimal man the booth, please sign up on Google Docs by the 18th. The leadership should talk to members to see if they are willing to help out with recruiting at the booth.
3. **Mentorship:** Kasie is on vacation until the 13th. Her plan for mentorship is to have one board member and two directors head a family that will be assigned candidates and members. There will be 11 families. The Internal Audit Committee will be included as board members. Including members will increase retention and help them become more involved. Professionals will then be assigned members and candidates. Kasie would not be assigned to a family so that she could oversee. Jennifer Iwata will put a chart explaining this on Google docs. Each family would email each other and use each other as a resource. The internal families will be created as soon as fees are paid at the second technical meeting. Professional assignments will start later in semester. Someone may be assigned to email attendees to our informational meeting who did not become candidates to try to recruit them for future semesters.
4. **Website:** John Bui is ready to update the website. Ashley Smith will email him the pictures. Sara Light will email him deadlines for the deadlines page. The deadline to have the website updated is January 16th.

H. OrgSync

1. All board members need to register for OrgSync. Go to OrgSync.com, log in with your Sac State login. Click on join an organization, join BAP, and you will be approved.
2. Suzanne's email address is now IT@bapsacramento.org instead of WebCt or OrgSync.

I. Treasurer

1. **Budget Update:** Revenue is based on sponsors and dues. Expenses are what we assume we will spend on events.
2. **Fundraiser Update:** a letter will be included in the contribution folder (not packet).
 - a. Alena Petkov has chosen the "Birthday Wishes Program" from the Volunteer organization of Sacramento as the nonprofit to receive our silent auction funds for the semester.

- b. **T-Shirts:** Alena has three designs made up. Only sponsoring firms who choose to pay for shirts are listed on the backs of the t-shirts. Stephanie Gordon will add a line on the invoice saying that by paying for t-shirts, the firm is giving us permission to use their logo on the shirts. We should see if we can get a company to give us a discount if we agree to do shirts with them for a certain number of future semesters. The back of the shirt should have all firms for the contribution folder, not just the ones who paid for shirts last semester. Alena will try to have the shirt designs with changes made submitted to Ashley by this weekend.

J. National Correspondent

1. **Regional Meeting:** We may be able to get a lower price on rooms. We're not able to get lower prices on plane tickets.
2. **Community Service:** Meghann McGovern has still not received her handbook from the previous director, but she is aware of the January 17th deadline. Juan will fill in to schedule community service dates until Meghann returns from vacation. We need one event that will host 25% of our membership for national requirements.

K. Goals and Ideas

1. Goals have been posted to Google docs. Please write your name down next to duties that apply to you or that you would like to do. Let Jon know if you'd like to get on the agenda to go over any one of the topics you choose.

L. Miscellaneous & Topics for next meeting

1. Ashley will print contribution packets on Monday. Please review the packet over the weekend.
2. Careers in Accounting is paid for through doc funding, but we had it on our invoice as an optional event for last Spring of 2008. Rather than eliminate this option, Jaspreet created an office tour prize/award. This needs to be our event to meet national requirements.
3. Depending on when Jessica can get the member handbook in, she could save a lot of money. She will be sending out drafts to be reviewed by all board members. Two of the articles in the constitution are misnumbered, and she will change the numbering without a constitutional change.
4. All board members should be sure to bring printed copies of transcripts including grades from the fall 2008 semester to Sara Light at the next board meeting.

M. Adjournment

1. The next Board Meeting will be held Wednesday, January 14th at the Academic Information Resource Center at CSUS from 6:30-8:00pm.
2. President Jon Lomeli called the meeting to close at 9:20pm.

Respectfully submitted by:

Stephanie Gury, Professional Correspondent