

BETA ALPHA PSI
Board Meeting Minutes
January 14, 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 6:31pm.
2. Officers present: Jon Lomeli, Stephanie Gury, Stephanie Gordon, Ashley Smith, Sara Light, Jessica Sevrin, Phuoc La, Andrea Paperno, Amy Johnson, Tobi Oluwafemi
3. Directors present: Joe Delgado, Tien Nguyen, Fahmida Bashir, Juan Garcia, Hannah Masters, Alena Petkov,

B. Approval of Minutes from 1-6-09

Motion brought by Jon Lomeli

Seconded by Stephanie Gury

Passed with vote 8-0

C. Communication

1. Invoices: All invoices need to first go to Stephanie Gordon and be CC'd to Jon Lomeli before going out.
2. Professional Correspondence: PWC is concerned about the number of emails sent out to the firms. Anything going out to the firms needs to be reviewed by board members or directors and CC'd to Jon before going out. Jon is working to put together an official process for contacting people externally.

D. Contribution Meetings

1. Google/HP/Novogradac: A pitch was sent to Google and we haven't heard back. Hannah has contacts at HP and will send Jon a contact tomorrow so that a pitch can be sent to them. Novogradac does not want to sponsor us but would like to attend events.
2. Run Down: At the contribution meetings, we will propose what we have to offer the firms and how it's different from previous semesters.
3. Split up Topics:
 - a. Slot 1 – President: 1-3, stats, community service event
 - b. Slot 2 – Nat Corr: 4-7 officers & calendar
 - c. Slot 3 – VP Tech: 9-10Tech Meeting
 - d. Slot 4 – Director 1: Info Meeting
 - e. Slot 5 – VP Social: 11 Socials
 - f. Slot 6 – VP Professional: 12 Prof
 - g. Slot 7 – Director 2: Fundraising Letter
 - h. Slot 8 - Prof Corr: 13 Scholarships
 - i. Slot 9 - Treasurer: 14 Sponsorship Invoice
 - j. Slot 10 – Internal Audit: Tshirts
 - k. Slot 11 - VP Comm: Mentorship Letter & Professionals giving classroom presentations
 - l. President closes.
 - m. Alena will send a t-shirt email to professionals after the contribution meeting asking them to pay by a certain date and request t-shirt sizes.

E. Candidate/Member Handbooks

1. Update: Jessica has gotten good feedback on the handbooks. Suzanne will do the final formatting. They will be submitted for printing on January 29th, as well as eligibility and information sheets for members and candidates. Sara will provide Jessica with the four eligibility sheets to print.

F. Recruiting

1. Recruiting Booth: We won't purchase the backdrop this semester due to cash flow issues.
2. Class Presentations: Presentation times will be posted to Google Docs for sign-ups. Accounting classes will be listed at the top so that people know they are the priority.
3. Lower Division Recruiting Idea for pre-candidates: Since some candidates can pledge multiple semesters, we might consider trying to recruit lower division students. If they don't fulfill requirements, they can't ever become a candidate or member. These students will be held to the same accountability as candidates and won't be given the option to pick and choose events to attend. We need to be very clear on information about the requirements at the booth and when talking with any member, candidate, or potential candidate.

G. Information Meeting

1. Update: Ashley will start planning the information meeting next week and she may need help then. She will send out a list of tasks as it gets closer. Ashley would like to eliminate the ice breaker for the information meeting. This will be discussed at the next board meeting.
2. Rotation: With the previous rotation for speakers at the information meeting, we had 6 present in the fall and 6 in the spring, which made it so each firm was either a fall or spring presenter. We will switch it to a rotation of 4 if Google doesn't become a sponsor, and a rotation of 5 per semester if they don't. They will continue to speak for 4 minutes each.
3. Kasie will create a list of volunteer opportunities for involvement and email these to candidates and members. She will send an email to all leadership and post an active list on Google Docs for leadership to update with more volunteer opportunities.

H. Immersion Day I & II

1. Update: The first immersion day is scheduled for February 13th from 11am-3pm. Last semester it was 1 ½ hours, but we're going over a lot more topics this semester. Fahmida has the template for the PowerPoint and will update it. Ashley is taking care of the 2nd immersion day. The budgeted expense has been made and needs to be approved. Fahmida will meet with Solaeta this weekend to cover all of her questions and concerns. The board and directors should send Fahmida information that they'd like to speak about.
2. Ice Breaker: Jon would like to pick another ice breaker for the immersion days and send it out to everyone before that event so that the board and directors are familiar with it. We will have a higher attendance and we need to be organized.

I. Community Service Update

1. Meaghann has set the date for our 25% or more event. It will be painting, will be at least 5 hours, there may be a potluck since it will have a social atmosphere, and we might ask alumni to attend. Meaghann will take over and choose the times and days. Juan contacted a bunch of organizations who are now all contacting Megan to have us volunteer. We will advertise the big event at immersion day.

J. CCOR Program

1. Ticket Distribution: We already have a community service award, so we will continue giving 1 ticket for community college outreach and 2 for each office tour attended.
2. Sign-Ups: We will find teachers that our members know at community colleges and schedule available slots for people to sign up in instead of having volunteers email the teachers themselves.
3. CIA Speakers/Presentations: Juan wants feedback from the board and directors as far as which speakers we'd like for the Careers in Accounting event. We should give our sponsors first pick to give presentations. We should close off a ballroom to have booths on one side and speakers on the other so that when firms are packing up their booths they don't disrupt the speakers.

K. Naming Convention

1. Format: Jon will make a decision and send out the format to be used from this point forward. All board and directors should add the new format to their handbook.

L. OrgSync

1. Registration: The site is down, so this will be addressed at the next board meeting.

M. Board Meetings

1. Dates: Jon will choose the dates and email them out to get responses. If you have schedule changes, make sure you send them in to Jon. The deadline to have the board meetings chosen is Friday, January 16th, and responses are due as to how the board meeting schedule looks by Sunday.
2. Locations – Room Reservations will be made by Stephanie Gury and Jon Lomeli.

N. Treasurer

1. Budget Update – ASI: Stephanie Gordon and Jon will finish the budget tonight and will post it to Google Docs.
2. Fundraiser – T-shirts: The final design has been made. Alena has contacted Birthday Wishes and they are excited to have our donation. Alena will contact vendors to see if she can get the shirts printed at a discounted price.

O. Professional Events

1. Meet the Firms
 - a. Invites/RSVPs: Andrea will make a single invoice for Novogradac for Meet the Firms and email it to them with an invitation.
 - b. Nametags: Tien has made drafts of the firm and member name tags and has emailed the AS membership director to coordinate.
 - c. Thank You Cards: the AS Professional Relations representative will be handling the thank you cards for Meet the Firms. Stephanie Gury is in contact with her. Both logos will be on the invitations.
 - d. An Entrance Committee will be made of runners, door-persons, and greeters.
2. Banquet: We've changed the name to Awards Banquet.
3. Scavenger Hunt: This is scheduled for March 20th.
4. Mock Interviews: People other than BAP members showed up at Mock Interviews last semester, and we will handle this if it happens again this semester.

P. VP Committees Update

1. Website: Jessica hasn't heard from John Bui, but will make sure the website is updated by the deadline January 16th. Whenever sending documents to John Bui, be sure to CC Suzanne.

John Bui needs the contribution packet, and access to photobucket for pictures. He has deadlines and minutes.

Q. Technical Meeting Update

1. To get firms to be more prepared, we could ask them to submit their PowerPoint the week before their technical meeting so that our members can view it on the website and be encouraged to show up to their presentation.
2. Ashley would like to purchase a clicker, but she may have one that came with her laptop.
3. The Alumni Panel will be on April 15th in the 2nd slot.
4. Ashley has confirmation from all firms except Pac Coast.
5. We could have classical music playing on the laptop during the social time. We will also change the seating somehow or order different foods.

R. Social Events Update

1. Phuoc needs help picking out food for the alumni picnic and Stephanie Gordon will help.

S. Miscellaneous

1. PWC Feedback: Jon will try to get a professional calendar from the professionals.
2. Becker Sample Review Course: Jon will handle this.
3. Professional Survey: The VP Professional handles the professional evaluations.
4. Election Process: In our bylaws it states that when there's no majority vote there's supposed to be a run-off. In the future we should follow this rule. Internal Audit will follow up with this unless a member of the audit committee is running in the election. The President and WebCT director will be the only other people who know about the election counts.
5. The Student Activities contact will be Leanna for now.
6. Carpooling: All attendees to the first morning meeting on Monday, Tuesday, and Thursday will need to be in the AIRC by 8:30am. If you want to come early Jon will be at Java City in the center of the Union at 7:30am. For the Friday meeting, attendees will need to meet at the AIRC at 11:30am and Jessica will be picked up at a carpool lot. Hannah is the second director for that meeting.
7. We saved \$30 on each room and \$40 on one room (\$120 less total) and still owe \$430 for Harrah's rooms for the regional meeting.
8. Sara needs board member transcripts ASAP.

T. Adjournment

1. The next Board Meeting will be held at the Academic Information Resource Center at CSUS beginning at 7pm.
2. President Jon Lomeli called the meeting to close at 8:46pm.

Respectfully submitted by:

Stephanie Gury, Professional Correspondent