



## **BETA ALPHA PSI**

Board Meeting Minutes

*February 13, 2009*

Approved by the Board of Directors

### **A. Call To Order**

1. The meeting was held at the University Union in the Green & Gold Board Room at California State University, Sacramento, and was called to order by President Jon Lomeli at 6:00pm.
2. Officers present: Jon Lomeli, Stephanie Gordon, Ashley Smith, Sara Light, Jessica Sevrin, Phuoc La, Amy Johnson
3. Members present: Tommy Bowen
4. Directors present: Joe Delgado, Suzanne Weichman, Jennifer Iwata, Hannah Masters
5. Candidates present: Jerry Brown

### **B. Approval of Minutes from 1-30-09**

Motion brought by Jon Lomeli

Seconded by Ashley Smith

Passed with vote 6-0, 2 absent

### **C. Informational Meeting**

1. Feedback:
  - a. It is critical that the membership director be prepared prior to the start of each event. An exact time prior to the event beginning should be discussed at a future board meeting. If the director cannot be there by the determined time, they should organize a substitute to fill in.
  - b. Food should be labeled in the future. The potstickers and egg rolls were vegetarian; however, our vegetarian members and candidates were not aware of it.
  - c. The total attendance for the Informational meeting was 151. There were 60 candidates, 54 members, and 37 professionals.

### **D. Immersion Day**

1. Update:
  - a. The publicity director had problems distributing e-mail to leadership with information regarding the topic, format, etc. prior to the event through use of the 'all' email address.
  - b. Speakers need to make an effort to keep within time limits.
  - c. Candidates brought handbooks to take notes as recommended; however, page numbers should be added to the PowerPoint slides so individuals can easily reference their handbook to the slide.
  - d. There was plenty food for everybody with 2 slices of pizza allotted for each person. Six large pizzas were purchased in total.
2. Mentorship Program
  - a. Update/process – internal: We will wait until membership dues are paid to group candidates into families.

### **E. Professional Events**

1. Meet the Firms
  - a. Firms who haven't confirmed attendance: BFBA, Chevron, Deloitte, EY, Gallina, Gilbert, Perry-Smith, PWC, MGO, Scott Baldwin, IRS, Becker, Kemper, IMA.
  - b. Invites/RSVPs: CSUS Stanislaus has been invited, RSVP's will be received next week.
  - c. Name Tags: Sara Light will coordinate with Tien regarding making our membership nametags.
  - d. Food: More water and vegetarian food shall be ordered in Spring 2009 than was ordered for the Fall 2008 MTF. It was mentioned that in the Fall 08 semester we ran out of certain, unspecified food. Andrea Paperno will be ordering the food next week once she is notified of the exact room number that lunch will be held in the union.
  - e. Thank you's: This is being coordinated with Angela Navone, VP Professional Relations of the Accounting Society. Stephanie Gury has emailed her and needs to receive a draft before the Joint AS BAP Meet the Firms meeting Tuesday, February 17<sup>th</sup> 7:30-8:30pm in the AIRC. Angela will be mailing the cards out after the event.
  - f. Silent Auction: Alena Manuylov should be the lead coordinator of the auction to maintain steady flow of communication and instruction. See below for more in regards to this subject.
  - g. Joint AS BAP Meeting: Tuesday, February 17<sup>th</sup>, 7:30-8:30pm AIRC. Those who have specified duties at Meet the Firms should attend the meeting.
2. Mock Interviews Update: Andrea will be ordering the food next week upon receipt of the exact room numbers and lunch will be held at in the Union.
3. Sign-ups: With Orgsync it would be a lot easier to track planned attendance. For now, sign-ups will remain as they have been on WebCT.

## **F. Silent Auction**

1. Process:
  - a. We will not be accepting cash.
  - b. It was decided at the joint AS BAP Meet the Firms Meeting on Monday, January 5<sup>th</sup>, 6-7pm in the AIRC that AS will use letters and BAP will use numbers for the silent auction.
  - c. The bid sheets will be alphabetized A-M and N-Z according to the first name of the winners.
  - d. Jennifer Iwata has a formalized list of policies and procedures for the silent auction. She will email it out to the board and directors.
2. Volunteers: Kasie Sinopoli will be sending out her volunteer e-mail prior to the event. If we don't have enough sign-ups for this event, we will seek them out in an alternative way. The following people at the board meeting signed up to volunteer; however, Alena may need to recruit more or restructure volunteers so that all necessary duties are performed:
 

Set-up: Jessica Sevrin, Amy Johnson (before 8:30pm), Tommy Bowen, Ashley Smith, Joe Delgado, Stephanie Gordon, Phuoc La

During: Jon Lomeli, Ashley Smith

End: Ashley Smith, Sara Light, Stephanie Gordon, Jennifer Iwata.
3. Time: Although the auction closes at 8:30pm, people begin lining up at 9:00pm. Bid-winners should be in line no later than 9:15pm. Therefore, this allows bid-winners 15 minutes as opposed to 5 minutes to claim their item. We will have a master clock (tbd) to keep track of time limits.

## **G. Burnett Partial Sponsorship**

1. Stephanie Gury doesn't think a partial sponsorship should have been allowed without first having a formal board vote.
2. They have been invoiced with social events excluded. Stephanie Gordon was notified by Connie Koontz this week that their payment is currently being processed.

#### **H. OrgSync Updates**

1. Suzanne reported that any Sacramento State student can sign-in to OrgSync. Upon entering the site, students should request to join Beta Alpha Psi. Upon implementation, OrgSync can host our Website and would replace SacCT and Google Mail.

#### **I. CPA Review Courses**

1. Yaeger CPA Review/Student Partnerships/Sponsorships: Per Jon Lomeli's discussion with Yaeger, they have offered to give our club a discount on the review course, as well as engage in profit-sharing. For example, if students sign up for Yaeger's course and use our BAP code, they will receive a discount on the review course. Additionally, BAP would receive 10% of the total purchase price. Yaeger would also offer a scholarship for a review course.
2. Genesis – Tech/Scholarship: We will allow Genesis to donate a scholarship. In addition, Jon Lomeli will e-mail Genesis and suggest that they host an event subsequent to a BAP event (i.e. Similar to the Becker Pizza Party after our Scavenger Hunt), or come up with another idea that suits Genesis as well as BAP membership.
3. Conclusion: It shall remain that only one CPA review course speak at a technical meeting per semester. It will be up to future boards if they would like to add additional review courses to the companies we already provide exposure. We should designate a table for flyers at our technical meetings; to include flyers from firms (re: internships, etc), CPA review courses, etc.

#### **J. Alumni Participation**

1. No motion was made. Joe Delgado will e-mail out the document titled "Proposed rules for alumni participation" to board and directors for their comments/concerns/suggestions.
2. Alumni Directory: Voluntary program. Stephanie Gury formulated the idea to create a packet containing alumni photos and contact information. This could be distributed among all alumni, as well as members (so members can easily contact alumni). It was not determined how much this would cost each semester (an electronic copy would suffice if printing was not in the budget). An alternative to having a directory is upon the implementation of OrgSync, BAP members can be transferred to "Alumni Status" upon graduating. This would provide communication channels between alumni-alumni as well as alumni-BAP members.

#### **K. Social Events Update**

1. AS/BAP Joint Social:
  - a. Location – Still looking for a location. Michelle Schmidt is going initiate and manage a potluck to take place at the event.
  - b. Flag Football Set: Phuoc found a set (qty: 24) online for \$54.99. As an alternative, Phuoc will look into checking out a set from ASI, rather than purchasing.

#### **L. Emails**

1. External – Professional Correspondent, President: Per Jon Lomeli, this idea will be left to future boards. The issue should really be addressed to resolve the beginning of the semester’s planning (i.e. contribution meeting set-up). However, it was a concern of board members that it is important for them to be able to send their own e-mails related to their own duties through out the semester as and when needed (e.g. Technical meeting confirmations, invoicing, etc.)
2. Internal – Publicity, President: We should assign our publicity director with a do not reply email account. Suzanne will set up the account, upon receiving an e-mail from Jon.

#### **M. Miscellaneous**

1. Sample Review Class – May 5<sup>th</sup> 7-9pm in Amador 150.
2. Provisional/Inactive members – Jennifer Iwata and Jaspreet Singh will set up formal procedures if they are able to get to it this semester.
3. E-waste: Alena said she would email Stephanie Gury with some questions about it.
4. A Candidate paid dues last semester, for which we were then charged \$55 by our National Office. Candidates who no longer wish to join BAP (or are not able to join) must notify the National Correspondent of their decision prior to the National Correspondent passing the money over to the Treasurer. A specific individual was informed by Ashley Smith, our National Correspondent, in Fall 2008 that he was not showing up at required events and that he would need to make sure that he would be on track to fulfill requirements by the end of the semester. If not, he would not be able to re-pledge or become a member in subsequent semesters. Ashley also mentioned to him that he needed to advise her of his candidacy so she could return his check if necessary. There was no response made by the individual, therefore his check was submitted to the Treasurer. A motion was brought by Jon Lomeli to NOT allow this individual to re-pledge. The vote was passed 6-0, 2 non-voting. Jon Lomeli also brought the motion to allow this individual to reimbursed \$70 (\$125-55). This motion did not receive the necessary “second” requiring a vote. Therefore, the motion does not pass by default. We believe he had his opportunity to collect his money and did not act in response to e-mails regarding his status.
5. Safe-Rides: will not be a BAP sponsored community service event for safety reasons.
6. Sacramento Business Journal – Additional 30 subscriptions from Gilbert
7. Thank you’s: Starting the Spring 2009 semester, one thank you letter will be sent to the head-recruiter, even if the recruiter is not in attendance. For example, the thank-you letter can thank recruiter and company for letting the staff attend our event. This will avoid conflict as to which staff member should receive the thank you letter. We don’t need to specify names of staff in attendance, due to the fact some do not even sign in.
8. Ashley Smith will follow up on scheduling rooms for the Fall 09 and Spring 10 Informational Meetings. Fall 2009 is reserved. Spring 2010: we cannot get the ballroom for the day that we always have it. Therefore, we either need to move the date or the location. This needs to be decided; however, Ashley is in favor of moving the date.
9. No one has an academic calendar for Fall 10 because the school only displays one and a half years in advance, so Fall 2010 events cannot yet be scheduled.

#### **N. Adjournment**

1. The next Board Meeting will be held on Friday, February 20th, at the University Union in the Green & Gold Board Room at CSUS beginning at 6:00pm.
2. President Jon Lomeli called the meeting to close at 7:30pm.

Respectfully submitted by:

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Stephanie Gordon, Treasurer