



BETA ALPHA PSI

Board Meeting Minutes

March 6, 2009

Approved by the Board of Directors

A. Call To Order

1. The meeting was held at the University Union in the Capital Room at California State University, Sacramento, and was called to order by President Jon Lomeli at 6:02pm.
2. Officers present: Jon Lomeli, Stephanie Gury, Ashley Smith, Sara Light, Jessica Sevrin (by phone), Phuoc La, Andrea Paperno, Stephanie Gordon, Amy Johnson
3. Directors present: Fahmida Bashir, Gurpinder Bains, Vimal Patel, Juan Garcia, Kasie Sinopoli
4. Candidates present: Jerry Brown, Matthew Rios, Mark Agudo

B. Approval of Minutes from 2-20-09

Approval was made online.

C. Approval of RPM invoice payment

Motion brought by Stephanie Gordon to approve a payment to RPM in the amount of \$1,233.69 for the second half of the RPM social invoice.

Seconded by Jon Lomeli

Passed with vote 8-0

D. Approval of Birthday Wishes distribution

Motion brought by Stephanie Gordon to distribute \$1,124 to the Birthday Wishes program with money received from the Silent Auction fundraising efforts.

Seconded by Stephanie Gury

Passed with vote 8-0

E. Official BAP Board Meeting Minutes

1. Minutes are public information accessible by anyone. If there is something we do not want displayed to the public, we should withdraw into a private meeting. There are some topics that should not be public to maintain the privacy of our members.
2. Please break for private session or let Stephanie Gury know if you would like to make a comment off the record.

F. No Cliques

1. Interaction – 2 Person Goal: Each leader should make an effort to meet at least 2 new members/candidates at each event so that no person goes without networking at an event. This can be done by sitting in different parts of the room at the technical meetings at different times during the night. This kind of interaction can be invaluable to our candidates and members, so we should make a strong effort to network with them.

G. Professional Event Updates

1. Meet the Firms
 - a. Feedback: Professionals were sent surveys and responded with these comments:

- i. Space: There was plenty of space except for down the back row. We are not supposed to move tables, so we had trouble getting tables moved.
 - ii. Starting Time: Invitations to the professionals said the event starts at 6:30, but the silent auction started at 7pm, and firms were upset with the half hour gap where the students weren't in the room yet. Set times should be listed that professionals can reference. The beginning of the event was chaotic and the process will need to be improved.
 - iii. Food: We ordered a lot of food, but no food was left over, and the hotel was taking the food back towards the end. We need to audit the food that is coming out to make sure the hotel is giving us what we ordered. The professionals would like to have water at their own tables – possibly in bottles. There was enough iced tea and there was no lemonade leftover.
 - iv. Seating chart: There was confusion because Andrea was not given a room layout beforehand. She will add to her handbook that one needs to be requested. Becker was upset that they couldn't have a corner table. We should allow firms to choose their table first-come first-serve through RSVP.
 - v. Nametags: There were only a few dual nametags made and it's possible that some professionals wore 2 nametags – one for BAP and one for AS. Next semester, we should coordinate more with AS on nametags.
 - b. Ideas for Future Improvements
 - i. We might consider rearranging the tables so there's a better location for the food.
 - ii. Andrea will book a location for the Fall 2009 Meet the Firms and Banquet so that the next VP Professional isn't put under a time crunch to schedule those events.
2. Mock Interviews
- a. Andrea needs to fill in more interview slots with members/candidates. Ashley will announce the interviews at the next technical meeting and Fahmida will mail an announcement out to fill these spots. If they don't get filled, leadership will fill the spots so that we don't have empty slots.
 - b. Andrea will have leadership come and be prepared to fill in slots for no-shows – these people should come ready to interview in a suit and with resumes.
 - c. We are inviting 2 professionals per firm to come to interview members.

H. Director Pictures

1. Kasie would like to have professional pictures for the directors to include in the initial family email. The directors were invited to come when we took the photos and only a few opted to come.
2. Amy suggested putting her (photographer) husband's website in the corner of the pictures in exchange for taking photos. We will take director photos ourselves at the next few technical meetings, and we will post the photographer's link on our website in lieu of payment for the board pictures that had been taken. Only board member photos, not the director photographs, will be included this semester in the initial family email.
3. Jon makes the motion to allow Clark-Corona Photography to post their website on our website in lieu of payment for the board portraits.
 Seconded by Sara Light
 Motion passed 8-0.

I. Social Event Updates

1. RPM – Feedback:
 - a. RPM changed how they organize things and had everyone view a preparation video together and then wait in the pit for their turn to race. This is not how it is typically run so there was confusion. The manager apologized, and Phuoc will make changes in his handbook to make sure race groups are ready at the event.
 - b. We were under budget for this event and ended up spending about \$2400 instead of \$2800 due to the number of racers. They charge per the estimated number of racers rather than the actual numbers. We were charged for 70 racers.
 - c. There was a time crunch for the awards again, but the certificates went over well, and in the future we could have an award after each heat race.
2. Joint BAP/AS Social: the intramural field has been reserved.
3. Roller-King: Our package includes roller-skates, and in-line skates are \$4 extra per person. We could make this event an 80's theme with outfits optional.

J. ASWA Accounting Student Night

1. Feedback: Juan attended this event and walked up to multiple groups of community college students to let them know what BAP has to offer them. He got a list of names and emails and will email them with mentorship and other information. Andrea and Amy spoke with students at the booth.
2. We want community college students who are seeking help and want buddies, so we will make sure the students know buddies are available, but we will not assign them a buddy unless they contact us asking for one.
3. We will continue participating in this event since there is a great turnout of community college students and we should be more prepared with a booth setup next time.

K. Community College Outreach

1. Juan will look at what community college professors have offered as time slots to give presentations and post those times as available to students interested in giving classroom speeches at community colleges. Every person interested who has approached the CCOR director has received a position to give a speech. Juan is working as the middleman so that we don't have no-shows or unfilled time slots.
2. We will post that CCOR presentations are available on a WebCT discussion thread with a post saying to contact Juan if you are interested in participating. We will also announce that presentations are available at technical meetings and in the publicity email.

L. Community Service

1. Washington Neighborhood Center Big Paint Project
 - a. Professional RSVPs: we haven't received any RSVP's from professionals as of yet, but some may show up without RSVPing.
 - b. Supplies/Duties: We have paint, rollers, and gardening tools.
2. Updates
 - a. The Washington Neighborhood Center has a lot of opportunities for community service that could be utilized in future semesters.

M. Internal Audit Special Election

1. Process: There isn't anything about special elections in the handbook, so it will be run like a special election. We will send out a special email announcement asking for members to email Amy if they would like to be nominated for the position. The board will nominate interested members, and the nominees will be in the election on WebCT. This initial email will sent out at the same time as the weekly email, and will be very detailed and clear. We will send it on Monday the 9th and have the cutoff be Thursday the 12th. The nomination process will take place starting Friday and we will call the nominees for their acceptance. On Monday the 16th, we will post the election on WebCT and will close it on Friday the 20th.
2. The email will be reviewed by Jessica, the board, and the 3 candidates at this meeting.

N. Special Issues

1. Organizational Chart Change: Jessica has a heavy load right now, so John Bui's position will be temporarily under the President.
2. Impromptu Bylaw change: CSUS policy states that faculty members cannot vote on our boards as our bylaws state they can. We need a member vote to change our bylaws, but Jon had decided to make this change without a vote since otherwise our organization will not exist per CSUS policy and we were given only 14 days to make the change. This change needs to be voted on, and a bylaw change survey will be posted to WebCT. The email sent out will include the reason we're changing the bylaws, the old section, and the new section with the change highlighted. We will start the voting on Wednesday and close it on Friday.

O. Publicity Emails

1. Fahmida would like to know how many announcements should be emailed out and whether some emails should be included with others. We should not send out any emails from external sources. This is beyond the scope of Beta Alpha Psi. If we send things about the career center then we are associating ourselves with them and we give them impression that we are connected. We will put a link to sign up for BizList on the website and cut the Immersion day slides pertaining to the Career Center. We will be careful not to send too many emails to members, and only send out separate letters if necessary.
2. The do not reply is working out well.
3. We will add a line at the bottom of publicity emails saying 'If you see an error in this email, please contact Fahmida at email address' instead of having her signature at the bottom.
4. We should be careful to break the events up in the email so that it's clear to members. We will split them up by event instead of by day of the week.

P. Mentorship Program

1. Families have been assigned. We will send out emails now where the board members include pictures of themselves in emailing their families. In future semesters, these emails will include the directors' pictures also.
2. Kasie will send out a spreadsheet to board members prior to contacting membership. In Kasie's email to membership, she will address the functions of the family for members as well as candidates.
3. Fahmida is sending an email to members only to see who would like to have a professional mentor. The professional mentor program will be implemented in April.

Q. CPA Review Courses

1. Yaeger

- a. We will provide a code to members in flyers or on the website so that we can get our commission from Yaeger when our members purchase a Yaeger course with our code.
 - b. A separate discount code for member discounts will be scripted to WebCT so that it's not accessible to external people.
 - c. Yaeger is giving us a scholarship.
2. The CPA Scholarships will be provided in a separate scholarship process. That way graduating seniors who do not have job offers can apply through this process and have first priority for CPA Scholarships, instead of not applying for scholarships.

R. AIS

1. Update – The scholarship process is Jennifer's priority right now.

S. Constitution Amendments

1. We will post a list of possible bylaws changes on Google Docs. At the end of the semester these ideas will be reviewed and then go through the voting process at the semester's end.
2. We will make a list of policies that can be voted on by the board in addition to the bylaws.

T. Miscellaneous

1. CBA Continuity: Our options will be discussed at the next meeting.
2. Professional Plaques: We could give our professionals framed certificates thanking them for their sponsorship instead of giving them plaques.
3. Individual Board Member Meetings
 - a. Goals, Evaluations, Feedback
 - b. 10 minutes - Dates/Times:
4. Informational Meeting dates and locations are now set for Fall 2009 and Spring 2010.
5. Stephanie Gury will be sending out the F09 S10 Tentative Calendar to firms on Friday, March 13th. She will send out this calendar tonight for everyone to take a last look at.
6. Stephanie Gury has compiled a list of topics that were not followed up on from previous board meetings that will be discussed at a future board meeting.

U. Special Issues – Closed for Private Session

1. Member Eligibility- The eligibility of one member was reviewed.

V. Adjournment

1. The next Board Meeting will be held on Friday, March 13th, at the University Union in the Capital Room at CSUS beginning at 6:00pm.
2. President Jon Lomeli called the meeting to close at 8:09pm.

Respectfully submitted by:

Stephanie Gury, Professional Correspondent