



## **BETA ALPHA PSI**

Board Meeting Minutes

*March 13, 2009*

Approved by the Board of Directors

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

1. The meeting was held at the University Union in the Capitol Room at California State University, Sacramento, and was called to order by President Jon Lomeli at 6:10pm.
2. Officers present: Jon Lomeli, Stephanie Gury, Stephanie Gordon, Ashley Smith, Sara Light, Phuoc La, Amy Johnson, Andrea Paperno
3. Officers absent: Jessica Sevrin
4. Directors present: Joe Delgado, Kristina Hessong, Suzanne Weichman
5. Members present: Candace Waechter
6. Candidates present: Jerry Brown, Scott Lantz

### **B. Motions**

#### **1. Approval of Minutes from 3-6-09**

Motion brought by Jon Lomeli to approve the board minutes from 3-6-09.

Seconded by Stephanie Gury

Passed with vote 7-0

#### **2. Approval of Informational & Technical Meeting Catering Expenses**

Motion brought by Stephanie Gordon to approve catering expenses amounting to \$5,438.91 for the informational meeting and all technical meetings.

Seconded by Ashley Smith

Passed with vote 7-0.

Ashley needs to give Stephanie Gordon documentation for the cheese that was returned.

#### **3. Approval of national dues for candidates**

Stephanie Gordon makes the motion to pay \$1980 to the national office for our chapter dues.

Seconded by Sara Light

Passed with vote 7-0

#### **4. Approval of Regional Meeting Expenses**

Stephanie Gordon makes the motion to pay \$453.10 to Suzanne for hotel and flight insurance expenses for the regional meeting. A vote was not initiated.

### **C. Special Election**

1. Internal Audit Committee: Jon let the two IAC nominees, Candace and Said, know that they had the option of writing a statement to post on the website and commended them for taking the initiative to run for the non-voting board position.
  - a. Amy would like to assign certain board members to each internal audit committee member. This will allow a third party for board members to go to, and will serve the internal audit committee in getting to know the positions and processes.
  - b. The quiz could will go out on WebCT or surveymonkey.
2. Constitution: The email has been sent out.
  - a. Sara is in the process of posting the list of possible bylaw changes to Google Docs. One of the changes will be that the President can exercise executive authority to change the bylaws for time-sensitive issues such as compliance with school policy.

## **D. Professional Events**

1. Mock Interviews
  - a. Gifts for Professionals: In the past we have given the professional interviewers 2 movie tickets each as a gift to thank them for coming out. We are already at our budgeted cost for mock interviews with catering alone, but we purchased half the food that we purchased last semester. Andrea will spend \$15 on each professional for gifts, amounting to approximately \$120 total.
2. Scavenger Hunt: The list of groups is together and will be sent to the board and membership. The Becker pizza party will be at Upper Crust Pizza.
3. Banquet
  - a. Drawing: On the invoice to professionals their donation is for community college outreach, but the raffle prizes are given for CCOR and office tour participation. The idea originally behind this was to increase office tour participation. The CCOR participators already receive community service for their participation, so they get one ticket each. We will consider getting cheaper gifts for these prizes, and possibly distributing prizes to more people. The drawing will take place at the banquet.

## **E. Newsletter**

1. Updates: Kristina is trying start having the newsletter director present their banquet letter to the board before finishing it. Last semester there was concern that too much of the newsletter had information about the board or that only certain people were picked out to be included in the letter. Kristina has allotted 1 page for the board and will have more sections with quotes about events. She wants to have a draft done by the nomination potluck so that the board has 1 week to review it before printing. 4 pages would cost \$218. 6 pages would cost \$350. She will also be sure to limit firm and scavenger hunt recognition. Kristina will try to send out a pre-draft earlier even if it's just a template.

## **F. Office Tours**

1. Attendance Issues – Candidates, members, & directors have not been showing up to office tours they signed up for. The firms pay for food and plan on the numbers the office tour director provides them with based on sign-ups. We are a professional organization and poor attendance reflects badly upon us. Gallina was unhappy with people not showing up for their tour. We will send them an apology for the attendance at the tour.
  - a. Communication: Carlos is drafting an email to send to Gallina to let them know we are aware of the attendance issue and will be handling it. Stephanie will follow up with Carlos on the email.
  - b. Penalty – Jon makes the motion to put the following penalty system into place to go into effect starting March 25th:
    - i. After first no-show: write a letter of apology to the firm within 1 week.
    - ii. After second no-show: Member is black-listed for the semester from attending tours until they have attended 2 extra community service hours over their minimum of 5. They will also be ineligible for the raffle prize. Upon completion of their extra community service, or in the next semester, the member will be eligible again to attend office tours.

Seconded by Sara Light.

Motion passed 7-0.

## **G. Fundraiser Updates**

1. E-Waste:
  - a. We could choose a company where we get 50% of the revenue, or one where we get \$0.10-0.20 per pound. We need to know how much the company that would give us 50% revenue is getting per pound to decide which company would give us more money.
  - b. We will do the fundraiser Thursday, April 9<sup>th</sup> and Friday, April 10<sup>th</sup> from 9am-3pm. Both companies offer services free of charge and will handle everything, but we should have a couple people out there during the hours to help out and watch over the donations we get. We will give community service hours to these individuals. Alena will present this at a technical meeting, it will be in the publicity letter, and we will see what we can do to advertise our fundraiser through the CBA, through Bonnie Burnell, and throughout the school with emails and flyers.

## **H. IT Updates**

1. Suzanne prepared an email to make members aware of OrgSync. We don't want to bombard people with another website to check especially when we're not completely ready to transition to it yet. We will make a test committee to try out OrgSync. The volunteer committee could be a discussion thread on WebCT.

## **I. Final Technical Meeting**

1. Alumni Panel presenters: Joe will send out invitations this week. We will limit presenters to one per firm. We will keep it to professionals in the industry for 1-5 years. We will try to keep it fresh by not inviting the same people that participated last semester. The deadline for professional to confirm with Joe is March 31<sup>st</sup>. The questions need to be directed to a specific person on the panel. Joe will be a moderator and direct questions to different professionals. The professionals could say they'd be happy to answer some specific questions during networking time if firm-specific questions are asked. We want to encourage questions based more on universal experiences in accounting professions.

## **J. Reimbursement Process**

1. Update: Jennifer is working on the reimbursement process.
2. 45 day limit: Amy would like a 45 day limit on asking for reimbursements (not receiving reimbursements) for expenses that need to be board approved. That way small expenses can be reimbursed after the limit but we won't have large reimbursements carrying over into other semesters. If we make this a policy then when someone makes a late reimbursement the board can override it to allow them to receive their reimbursement if need be. A 60 day limit might be more practical. There is also the issue of many little expenses building up over a semester and each of the small expenses could then be done under the board approval dollar limit late in the semester, adding up to a large reimbursement.

## **K. Miscellaneous & Topics for Next Meeting**

1. Individual Feedback Meetings – please schedule one with Jon if you haven't yet.
2. Handbooks – Update board and director handbooks throughout the semester!
3. CBA Continuity
  - a. This semester we will participate in joint events.
  - b. Next semester we might consider initiating events with AS for the other business concentrations.

- c. There is a free CBA dodgeball event on March 17<sup>th</sup>.
4. The next board meeting's date and location will be determined soon. To try to keep with Jon's goal, we will try to videoconference for this meeting if possible. To get our board meetings better organized, Jon will start interrupting discussions if necessary to let certain people speak when too many people speak at once.
5. CPA Review Class: This is open to all accounting majors, as is the Becker pizza party.

**L. Adjournment**

1. The next Board Meeting will be TBD.
2. President Jon Lomeli called the meeting to close at 8:06pm.

Respectfully submitted by:

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Stephanie Gury, Professional Correspondent