

BETA ALPHA PSI  
Board Meeting Minutes  
December 29, 2008  
Approved by the Board of Directors

**A. Call To Order**

1. The meeting was held at the Panera Bread on Howe Ave., and was called to order by President Jon Lomeli at 8:07am.
2. Officers present: Jon Lomeli, Jessica Sevrin, Ashley Smith, Sara Light, Stephanie Gury, Stephanie Gordon, Andrea Paperno, Tobi Oluwafemi, Amy Johnson, Phuoc La
3. Officers absent: none
4. Directors present: none
5. Members present: none

**B. Approval of Minutes from 12-21-08**

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

**C. Robert's Rules of Order**

1. Robert's Rules of Order may not be particularly useful for the organization, but the board should look over it and give their thoughts before making a decision on whether we should switch to this method of conducting meetings.

**D. Budget Process**

1. Jon and Stephanie Gordon will meet to discuss the budget.

**E. Reimbursement Process**

1. Each member of the board should review the reimbursement process on Google documents. The internal expense reports and check requests are the main items to be aware of.

**F. Digital Signature Security**

1. Digital signatures are for approved purposes only by BAP board members only.

**G. Internal Audit Committee Chair**

1. Under the new constitution, which states that an audit committee member is eligible for a chair position in the second semester of their term, Amy Johnson is the only eligible person for the Internal Audit Chair position. Motion brought by Jon Lomeli to move Amy Johnson from Internal Audit Alpha to Internal Audit Chair. Seconded by Stephanie Gury. Motion passed 8-0.
2. Jon will get into contact with Professor Pforsich as soon as possible to seek help in getting the Internal Audit Committee documents returned from the previous IAC Chair.

**H. Movement of Directorships**

1. The board will communicate to members why it appears that Suzanne Weichman holds two directorships.
2. The organizational chart included with the constitution is not part of the constitution itself, so this was not a constitutional change.

## **I. Meeting with AS President, Michelle Schmidt**

1. The decision has been confirmed to keep Meet the Firms as a joint event for the Spring semester, and the banquet separate.
2. Phuoc is attempting to coordinate an off-the-books social with AS.
3. An off-the-books board social is scheduled for January 24<sup>th</sup>, 5-9pm.

## **J. Contribution Meeting Packets**

1. Last semester, all board and directors were invited to contribution meetings. This semester we have numbers too large to do this realistically as firms may not have accommodations for groups larger than 12. Board members should speak with their directors to see whether they are interested in attending.
2. As the contribution meetings approach, we will do a mock run-through to prepare ourselves.
3. We may need to consider backup sponsors this semester if a firm declines sponsorship this semester. We will invite the same sponsors as last semester for now, and seek out a Stockton firm, Novogradac, or Google if we run into this problem.
4. Partial Sponsors – Invoice Revision: Jon and Stephanie Gordon need to meet and use the profit and loss statement to get a better idea of event costs. We could limit a partial sponsorship to firms outside the greater Sacramento area to prevent local firms from picking-and-choosing which events they will participate in.

## **K. Office Tours**

1. Office tours will be scheduled for Wednesday and Friday. These are not currently on the calendar.

## **L. Goals and Ideas**

1. These will be gone over at the next board meeting.

## **M. ASI Banking Form & Student Activities Club Charter Forms**

1. Stephanie Gordon will figure out the process for turning these forms in. Signors may have to do something through OrgSync to complete this process.

## **N. Webcams**

1. This may be an unnecessary expense considering most board members this semester have webcams, we would also need to purchase microphones, and there are other operational items that need to be purchased. If a few were purchased to use by board members who don't have webcams they could be handed out with deposits, and the organization may be able to purchase them with a not-for-profit discount.
2. Motion brought by Jon Lomeli for an informal vote to purchase webcams. Motion not passed 3-8. From this informal vote, the decision has been made to not purchase webcams for the spring semester.

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

1. BAP Regional Meeting Abstract will be sent off today after a grammatical check.
2. Personal Member Goals should be sent to Jon if they haven't already.
3. An updated list of Spring 2009 contacts has been posted to Google documents.
4. Try to get community service dates to Jessica by January 17<sup>th</sup>.
5. OrgSync: The school reopens on January 5<sup>th</sup>, at which time Suzanne will go in to ask a few questions about the program. OrgSync will not likely be implemented this semester, but the

board will be given access. There are several problems with OrgSync for our organization's use, including the board not being able to email externally, and that polls may be set up differently from what is needed.

6. Two rooms have now been reserved for the first two technical meetings.
7. RPM has given Phuoc a quote, and trampoline dodgeball is available for reservations on Saturday April 18<sup>th</sup>. There is an issue with the King's game in that a chalk talk presentation cannot be scheduled, and there are not enough tickets at a low price for our group. We do not have to have the chalk talk, but it is a good time to network.
8. Juan has shown interest in attending the regional meeting and participating in the Best Practices competition. Jon communicated to him that the spots for the regional meeting were available first to board members, and then to directors if board members were not able to attend. Tickets have already been purchased for this event, and due to costs it would not be feasible to open it up to directors at this time.

**P. Adjournment**

1. The next Board Meeting will be held Tuesday, January 6<sup>th</sup>, at the Academic Information Resource Center at CSUS beginning at 6:30pm.
2. President Jon Lomeli called the meeting to a close at 9:21am.

Respectfully submitted by:

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Stephanie Gury, Professional Correspondent