

PACIFIC NORTHWEST CHAPTER/ACFE – February 11, 2015

Semi-Annual Board of Officers Meeting Minutes

Call to Order:

President Robert Goehring called the semi-annual meeting of the Board of Officers for February 11, 2015, at 12:45 p.m. in the downtown Seattle training facility to order. Present were Board of Officer Members: Robert Goehring, Julie Armbrust, Pete Miller, James Peet, Training Director John Tollefsen, and President Emeritus Joe Dervaes. Treasurer Roger Gulliver was not able to attend (work). Those in attendance represented a quorum of officers. **Information Only.**

Old Business:

There was no outstanding business from prior Board meeting (June 11, 2014).

Approval of Prior Meeting Minutes:

The Board of Officers unanimously voted to **approve** the meeting minutes for the semi-annual Board of Officers meeting held on June 11, 2014, and the annual Chapter Business Meeting held on June 11, 2014 (both meetings held in Tukwila, WA).

Consent Agenda:

The Consent Agenda is comprised of normal reoccurring Board actions. The Board of Officers unanimously voted to approve the Consent Agenda (Pete Miller abstained from Item No. 3). There were no items pulled for additional discussion or separate approval.

1. Treasurer Roger Gulliver **authorized** to issue a check in the amount of \$300 representing the Chapter's current year donation to the ACFE Foundation's Ritchie-Jennings Memorial Scholarship Program.
2. President Robert Goehring **authorized** to register the Chapter at no cost as a supporter of the ACFE Annual National Fraud Awareness Week in mid-November 2015 (www.FraudWeek.com) and to select the following methods of support:
 - Newsletter of Publication
 - Social Media and/or Blogging
 - Spreading the Word
3. The following **informational items** were provided regarding the presentation of the Chapter 2014 Distinguished Achievement Award to Board Member-at-Large Pete Miller:

- Award was previously approved by the Board (February 12, 2014 Meeting), Chapter Membership (June 11, 2014) and the ACFE.
 - President Robert Goehring will make the presentation during today's Fraud Seminar. Pictures will be taken for publication in the Chapter March/April Newsletter.
4. The following actions were **approved** regarding the Annual Chapter Business Luncheon to be held on June 10, 2015, at the Bahama Breeze Restaurant (Westfield Mall, Tukwila):
- Establishment of registration fees as follows: Members (\$10) and Non-Members (\$15)
 - The Chapter will pay all costs associated with the luncheon meal held in conjunction with this meeting
 - Chapter President Robert Goehring authorized to purchase five Amazon gift cards for \$25 each as door prizes (Board Members not eligible to receive door prizes)
 - Treasurer Roger Gulliver authorized to reimburse President Robert Goehring for the cost of the gift cards, and authorized to pay the luncheon meal costs for Chapter members.
5. Joint Chapter/ACFE Fraud Training class *Fraud Risk Management* was held in SeaTac, WA at the Hilton Seattle Airport Hotel on October 23 – 24, 2014. Related Board actions and other information:
- The Board of Officers confirmed its unanimous previous vote by e-mail to **authorize** one of the three complementary registrations provided by the ACFE to Chapter Member Ken Wilson. At its June 11, 2014 meeting, the Board of Officers authorized the three registrations to President Robert Goehring, Board Member-at-Large James Peet, and Board Member-at-Large Pete Miller. It was subsequently determined that Pete Miller was unable to attend due to a scheduling conflict.
 - On November 24, 2014 the Chapter received the ACFE Rebate check in the amount of \$900 (45 paid attendees at \$20/each).
Informational Note Only
6. Establishment of NSF Policy. The Board of Officers confirmed its unanimous previous vote by e-mail to **authorize** the establishment of a Non-Sufficient Funds (NSF fee) in the amount equal to the bank charges

incurred by the Chapter for any check payment returned for insufficient funds or closed account.

Agenda:

1. 2015 Pacific Northwest Chapter/ACFE Annual Fraud Conference. The Conference will be held at the La Quinta Inn & Suites in Tacoma, WA on May 8, 2015. Related Chapter Board actions and other information:

a. At its June 11, 2014 meeting, the Board of Officers unanimously **authorized**:

- Conference location and date as indicated above
- Appointment of Board Member-at-Large Pete Miller as Conference Coordinator
- Establishment of 8 hours CPE, including two hours meeting the ACFE annual Ethics requirement
- Complementary registrations for President Robert Goehring and Conference Coordinator Pete Miller
- Establishment of registration fee rates, including Chapter discounts and early bird special discounts

b. Conference Registration Fees and Refund/Credit Policy. The Board of Officers confirmed its unanimous previous vote by e-mail to **authorize** the following actions associated with the 2015 Annual Conference:

- Participants will be allowed to register the same day as the Fraud Conference; however, there will be an additional \$25 fee, making the same day registration fee \$175.
- Participants that cancel prior to April 15, 2015 will be entitled to a full refund. Participants that cancel on or after April 15, 2015 will be given the option of sending a substitute individual or applying the registration fee to the 2016 Annual Fraud Conference.

This resulted in the following fee schedule for the 2015 Annual Fraud Conference:

- Early-bird Conference Registration: Price for any registration postmarked on or before April 15, 2015 - \$100 (Chapter Members *) or \$125 (Non-Members).
- Conference Registration: Price for any registration postmarked after April 15, 2015 but on or before April 30, 2015 - \$125 (Chapter Members *) or \$150 (Non-Members).

- Conference Registration: Price for any registration postmarked after April 30, 2015, or paid in person on the day of the conference - \$150 (Chapter Members) and \$175 (Non-Members).

* There is a \$25 discount for Chapter Members and Associate Members reflected in the conference registration prices.

c. Speakers and Topics. The speakers and topics have been confirmed, approved by the ACFE and advertised on the Chapter website (www.fraud-examiners.org) and Chapter Newsletters.

- Michael Kinsley, CFSA, CFE, Manager of Internal Audit, Russell Investments – “Fraud and the Financial Services Industry”
- Mark Couey, Director, Special Investigations Unit, Washington State Office of the Insurance Commissioner – “Criminal Insurance Fraud in Washington State.”
- Dr. Brian K. Steverson, Faculty President, John L. Aram Chair in Business Ethics, School of Business Administration, Gonzaga University – “Business Ethics – No Really, There is Such a Thing!”
- Andrew McIntosh, CFE, Investigations Editor for Agence QMI – QMI News Agency – “Investigative Journalism and the Fight Against Fraud”

Information Only.

d. Administrative Tasks and Logistics. Conference Coordinator (and Board Member at Large) provided a status update. The PowerPoint presentations are due by March 31, 2015. As of today, there are six participants registered for the Conference. President Robert Goehring reported that he had received name tags for each member of the Board of Officers, each Chapter Committee Member as well as a number of blanks. The Board also discussed the option of providing participants with flash drives containing the conference presentations and other information the day of the conferences. **Information Only.**

2. ACFE 26th Annual Fraud Conference and Exhibition. The ACFE's Annual Fraud Conference will be held at the Baltimore Convention Center in Baltimore, MD from June 14-19, 2015. Related Chapter Board actions and other information:
 - a. Chapter Representative. President Emeritus Joe Dervaes announced that he will not be attending this conference. After some discussion the Board unanimously voted (Julie Armbrust abstained) to **appoint** Vice-President Julie Armbrust to serve as the Chapter Representative for the annual meeting held in conjunction with the 26th Annual Fraud Conference and Exhibition, and to **authorize** Treasurer Roger Gulliver to pay not more than \$500 each towards the expenses of the Chapter Representative while attending the Conference. The Board unanimously (John Tollefsen abstained) voted to **appoint** Training Director John Tollefsen as an alternate in the event the Chapter Representative cannot attend.
 - b. Chapter Team Registration. The Pacific Northwest Chapter/ACFE will again participate in the "team registration program" sponsored by the ACFE. This program provides substantial discounts for Chapter members registering for Main Conference or the Full Conference in groups of at least three. Seven Chapter Members participated in this program last year and received at least a \$100 discount as a result. This program will be advertised through the Chapter Newsletters and through e-mail notification to Chapter Membership. *Members must have paid their 2015 Chapter dues and must register directly through the Chapter to qualify for this discount.* **Information Only.**
3. Chapter 2015 Fraud Training Seminars. Speakers and topics have been determined as follows:
 - February 11, 2015. Speaker: Joe Dervaes, CFE, ACFE Fellow, CIA. Topic: Fishing in Dangerous Waters – A Computer Fraud Case Study
Note:
The person originally scheduled for this fraud seminar was not able to attend.
 - June 10, 2015 (Annual Business Meeting). Speaker: Board Member James Peet. Topic: "Washington Legislative Update for CFE's Providing Private Investigator Services"
 - August 12, 2014. Speaker/Topic: Pending

- December 2, 2014. Speaker/Topic: Training Director John Tollefsen. Topic: "CPA Discipline/Ethics"

The Board discussed potential speakers for the August Fraud Seminars, and well as calendar year 2016 training events and will work to fill these speaking slots. Chapter President Robert Goehring will coordinate these efforts. **Information Only.**

4. Joint Chapter/ACFE 2015 Fraud Training Class. The ACFE will be hosting *Controlling the Risk of Asset Misappropriation* in Seattle at the Hilton Seattle Airport and Conference Center on October 19-20, 2015. Related Chapter Board actions and other information:
 - a. Notification to ACFE Regarding Potential Topics. Each year the ACFE requests that Chapters hosting an event provide the Top 3 courses for their geographic area. By a previous e-mail vote, this course was the #2 ranked class (#1 – Protecting Data and Intellectual Property). **Information Only**
 - b. Complimentary Registrations. The ACFE offers three complimentary registrations in exchange for marketing the class and performing same-day event administrative duties. One of these registrations is typically assigned to the President, and the other two registrations are assigned to the other Board Members on a rotating basis. If not enough Board Members are available to attend, then the Board awards the registration(s) to a Chapter Member. After some discussion, the Board unanimously voted to **authorize** the three complimentary registrations to President Robert Goehring, Board Member-at-Large Pete Miller, and Training Director John Tollefsen (separate votes – each benefitting Board Member abstained from the related vote).
 - c. Luncheon. The Board of Officers unanimously voted to **authorize** Treasurer Roger Gulliver to pay the luncheon expenses for Chapter Members who attend the training class on the day when the ACFE does not provide this service, typically on Day Two of the class.
5. Chapter 2015-2016 Student Scholarship Program. The Chapter offers one annual \$1,000 scholarship. Applicants must first apply for the ACFE Foundation Scholarship program, and then submit their ACFE application package and required Chapter supplemental materials to President Robert Goehring (or another member of the Board of Officers) by February 5, 2015. Effective Spring 2014, the Board of Officers significantly expanded outreach efforts. These efforts enhanced an already robust outreach program. As of today, the Chapter received

one application. The Board of Officers voted to defer **authorizing** award of the 2015-2016 Chapter Scholarship until after the ACFE Foundation Scholarship Award Recipient Announcement (April 17, 2015).

6. Chapter 2014 Incentive Award Program Award. The Board of Officers confirmed its unanimous previous vote by e-mail to **authorize** award of the 2014 Incentive Award Program Award to Kathryn Dixon, and to **authorize** Treasurer Roger Gulliver issue a \$500 check for presentation to Kathryn during today's Fraud Seminar. Kathryn joined the Chapter as an Associate Member in June 2014, obtained the CFE Credential in October 2014, and met all of the other Program requirements by December 31, 2014. Pictures will be taken for publication in the Chapter March/April 2015 Newsletter.
7. Chapter 2015 Incentive Award Program Award. Each calendar year the Board recognizes one associate member who becomes a Certified Fraud Examiner during that year and fulfills the other Program requirements by December 31 of that year by granting an award in an amount not to exceed \$500 to help defray the costs of obtaining the CFE credential. If there is more than one Associate Member meeting all of the requirements, then the winner will be selected by drawing during the subsequent year February Chapter Fraud Seminar in Seattle. Calendar Year 2012 was the first year of this program. There were no applicants for the 2013 Calendar Year Award (2012 Winner - Victoria Brazil; 2014 Winner - Kathryn Dixon). **Information Only**
8. Chapter 2015 Distinguished Achievement Award. This award is granted to the Member who has supported the Chapter the most by attending our fraud seminars and conferences, by participating on Chapter committees, and by supporting other ACFE programs and activities. The Board of Officers makes the selection at its February meeting, subject to approval by members attending the June Chapter Business Luncheon Membership Business Meeting, and the ACFE. Related Chapter Board actions and other information:
 - a. Previous Winners Over The Past Five Years. Peter Tobin (2010), John Tollefsen (2011), Gayle Seyl (2012), James Peet (2013), and Pete Miller (2014). **Information Only**.
 - b. 2015 Award. After some discussion, the Board of Officers voted unanimously to **approve** the selection of Ken Wilson, CFE, Owner-Investigator, Wilson Investigative Services as the recipient of the 2014 Distinguished Achievement Award subject to final approval by the Membership at the June 10, 2015, Annual Business Luncheon. President Robert Goehring will write the recommendation for the award letter based upon specific input from the selectee.

9. Chapter Financial Statements. Chapter Treasurer Roger Gulliver previously provided the financial statements for the Fiscal Year Ended June 30, 2014 to President Robert Goehring, which was then forwarded to the entire Board. We are financially healthy and able to support all of our planned activities for fiscal year 2015. **Information Only.**
10. ACFE 2015 Chapter Awards Program. The Board discussed whether to nominate either the Chapter or Chapter members in the 2015 ACFE Chapter Awards Program. Applications must be submitted by mid-March, 2015. Categories (Won by Pacific Northwest Chapter/ACFE as indicated):
 - CFE of the Year
 - Educator of the Year (Dr. Bob Holtfreter – July 2006)
 - Chapter of the Year (July 2006)
 - Chapter Newsletter of the Year (July 2010 and June 2012)
 - Outstanding Achievement in Outreach/Community Service (Joe Dervaes – July 2007)

After some discussion the Board voted unanimously (James Peet abstained) **authorized** President Emeritus Joe Dervaes for submit an application nominating Board Member James Peet, Ph.D., CFE, for award for Outstanding Achievement in Outreach/Community Service

11. Miscellaneous Chapter Business. There were no miscellaneous Chapter business items. **Information Only.**
12. Other. There were no other topics raised for discussion and potential action:

Adjournment:

The semi-annual Board of Officers meeting was adjourned at 2:00 p.m. by President Robert Goehring, and the Members then attended the bi-monthly fraud training seminar at 2:30 p.m. at the downtown Seattle training facility.

Attachments:

Minutes: Board of Officers and Annual Business Meetings held on June 11, 2014.

PACIFIC NORTHWEST CHAPTER/ACFE – June 11, 2014

Semi-Annual Board of Officers Meeting Minutes

1. Call to Order. President Robert Goehring called the semi-annual meeting of the Board of Officers for June 11, 2014, to order at 10:00 a.m. at the McDonald's Restaurant in Tukwila (near SouthCenter Mall). Present were Board of Officer Members: Robert Goehring, Julie Armbrust, Pete Miller and James Peet, Treasurer Roger Gulliver, and President Emeritus Joe Dervaes. Training Director Norm Gierlasinski was unable to attend. **Information Only**.

2. Approval of Prior Meeting Minutes. The Board unanimously voted to **approve** the meeting minutes for the semi-annual Board of Officers meeting held on February 12, 2014 (Seattle Training Facility).

3. Old Business.

There was no outstanding business from prior Board meetings.

4. New Business.

(a) Chapter Board Elections. At the June 11, 2014 Annual Chapter Business Meeting, the Chapter will hold an election for all positions on the Board of Officers for the two-year term ending June 30, 2016. Related Chapter Board actions and other information:

- (1) Positions/Slate of Officers. At its February 12, 2014 meeting, it was announced that all current members of the Board of Officers indicated that they would like to continue in office for another term, except Training Director Norm Gierlasinski who will be retiring after his current term.

On February 14, 2014 John Tollefsen sent President Robert Goehring an e-mail officially declaring his intent to run for the Training Director position and providing a brief bio. There were no other candidates for the Training Director position. Therefore, John Tollefsen was included on the slate of officers provided to the Nominating Committee. **Information Only**.

- (2) Election Process. The Chapter advertised the upcoming election to be held on June 11, 2014 in the first three bi-monthly Chapter newsletters this year as well as through other outreach efforts. As directed by the Board of Officers at the February 12, 2014 meeting, President Robert Goehring:

- Appointed a Nominating Committee comprised of Chapter Members Kent Hanson, Jake Jacobson, and Cliff Whipple.
- Provided the Nominating Committee with the agreed-upon slate of officers and positions for the June 11, 2014 election.
- Advertised the agreed-upon slate of officers in the Chapter bi-monthly newsletter and prepared ballots for the Annual Chapter Business Meeting.
- Will appoint two Chapter members attending the Annual Chapter to serve as the Elections Committee to count the votes and make a final report to the Membership at the meeting. At the June 11, 2014 Board of Officers meeting, President Robert Goehring stated that this should actually be three members.

Information Only

(b) ACFE's 25th Annual Fraud Conference and Exhibition. The ACFE's Annual Fraud Conference will be held at the Henry B. Gonzales Convention Center in San Antonio, TX from June 15-20, 2014. Related Chapter Board actions and other information:

- (1) Chapter Representative at Annual Fraud Conference. At its February 12, 2014 meeting, the Board of Officers unanimously (Vice-President abstained) voted to **appoint** Vice-President Julie Armbrust to serve as the Chapter Representative for the annual meeting held in conjunction with the 25th Annual Fraud Conference and Exhibition, and to **authorize** Treasurer Roger Gulliver to pay not more than \$500 towards the expenses of the Chapter Representative while attending the Conference.

After some discussion the Board also unanimously **authorized** Treasurer Roger Gulliver to pay not more than \$500 towards the expenses of President Emeritus Joe Dervaes to serve as a second Chapter Representative (President Emeritus abstained), and to pay not more than \$500 towards the expenses of Board Member-at-Large James Peet as an alternate in the event either the Vice-President or the President Emeritus are not able to attend the Conference (James Peet abstained). Subsequent to this Board meeting, James Peet advised that he would not be able to attend this conference.

Joe Dervaes and Julie Armbrust will take notes and will make a report to the Chapter on the content of this meeting, which will then be published in the July/August 2014 Chapter Newsletter. They also

completed and submitted the ACFE Chapter Representative survey in advance of the Conference. **Information Only.**

- (2) Chapter Team Registration. Six Chapter Members (Julie Armbrust, Rick Head, Jeff Rosenquist, Peter Tobin, John Tollefsen, and David Wilkinson) participated in this program and received at least a \$100 discount on the Conference Registration fees as a result.

Information Only

(c) Chapter 2014/2015 Student Scholarship Award. Each academic school year the Chapter Board of Officers awards a \$500 scholarship to one student meeting the eligibility requirements. If there is more than one applicant, the Chapter Board of Officers selects the winner based on its review of the student's application package. Students must meet all of the eligibility requirements for the ACFE Ritchie-Jennings Memorial Scholarship program as well as be attending full-time at a qualifying four-year college or university in the State of Washington. The due date for the 2014/2015 award was February 4, 2014. Related Chapter Board actions and other information:

- (1) Extension of Due Date. At the February 12, 2014 meeting, President Robert Goehring reported to the Board of Officers that there were no applications received for the Chapter award. The Board of Officers **authorized** an unspecified extension of the due date for the Chapter application. On February 17, 2014 the Board of Officers authorized via e-mail vote extending the due date to March 31, 2014.
- (2) Review of ACFE Applications. After some discussion, the Board of Officers also **directed** Vice-President Julie Armbrust to determine whether any Washington students had applied for ACFE Foundation scholarships and, if yes, to obtain the applications and other documentation necessary to evaluate for the Chapter Scholarship Program.
- (3) Announcement of Award. On March 31, 2014 President Robert Goehring reported via e-mail to the Board of Officers that there were no applications received for the 2014/2015 Chapter Student Scholarship Program and that there were no eligible Washington applicants for the ACFE Foundation Scholarship program. Accordingly, there will be no Chapter student scholarship award for the 2014/2015 academic year. This was reported in the May-June 2014 Chapter Newsletter. **Information Only.**
- (4) Potential Changes to Eligibility Requirements. At its February 12, 2014 meeting, the Board of Officers discussed potential changes to the Chapter Scholarship eligibility requirements. Any changes to the ACFE requirements would prevent students from applying for the Chapter scholarship through the ACFE Foundation. See Item (e) for

change to Chapter award amount. **Information and Discussion Only.**

(d) Chapter 2014 Incentive Award Program Award. Effective 2012, each calendar year the Board recognizes one Associate Member who becomes a Certified Fraud Examiner during that year and fulfills the other Program requirements by December 31 of that year by granting an award in an amount not to exceed \$500 to help defray the costs of obtaining the CFE credential. If there is more than one Associate Member meeting all of the requirements, then the winner is selected by drawing during the subsequent year February Chapter Fraud Seminar in Seattle. President Robert Goehring reported that there were no applications received to date for the 2014 Award. **Information Only**

(e) Donation to ACFE Foundation's Ritchie-Jennings Memorial Scholarship Program. The Chapter has supported the ACFE Foundation's Ritchie-Jennings Memorial Scholarship Program in prior years. At its February 12, 2014 meeting, the Board of Officers unanimously voted to **authorize** Treasurer Roger Gulliver to send \$300 to the ACFE Foundation for the "Chapter Challenge" as part of the Silent Auction program to raise funds for student scholarships in 2014.

President Robert Goehring reported that on April 17, 2014 the ACFE announced a challenge for chapters to donate to the Ritchie-Jennings Memorial Scholarship Fund. The ACFE will award prizes to every chapter that meets fundraising targets; there are several levels of prizes, so chapters of any size can participate and win. The challenge runs through December 15, 2014 and prizes will be awarded as follows:

- *Bronze* – Donations exceeding \$1,000 (assorted books and merchandise)
- *Silver* – Donations exceeding \$2,500 (same as Bronze plus two copies of the *CFE Exam Prep Course*)
- *Gold* – Donations exceeding \$5,000 (same as Bronze plus four copies of the *CFE Exam Prep Course*)
- *Platinum* – Donations exceeding \$7,500 (same as Gold plus two registrations to a 2015 ACFE Fraud Conference (*choose from Asia-Pacific Fraud Conference, European Fraud Conference, Global Fraud Conference or a CFE Exam Review Course*))

President Emeritus Joe Dervaes announced that he had donated his \$1,000 speaker honorarium from the Tennessee Society of CPA's Governmental Accounting & Auditing Conference (June 2-3, 2014) in the name of the Chapter to the Ritchie-Jennings Memorial Scholarship Fund. The Board of

Officers unanimously **approved** a motion officially thanking President Emeritus Joe Dervaes for his generous contribution to this program.

The total \$1,300 contribution, including the \$300 authorized in February 2014, makes the Chapter eligible for the *Bronze* award. The ACFE will provide the prizes to the Chapter in January or February 2015.

The Chapter Board of Officers discussed whether to create a second \$500 Chapter Scholarship award in lieu of additional contributions to the ACFE scholarship program. The Board of Officers unanimously **approved** a motion to create a single \$1,000 Chapter Scholarship Award effective for the 2014/2015 Academic School Year (replacing the existing \$500 Award). The Board of Officers also **directed** President Robert Goehring to include in future Chapter Newsletters an invitation and process for Membership to make contributions directly to the ACFE Foundation's Ritchie-Jennings Memorial Scholarship Program in the name of the Chapter.

(f) ACFE National Fraud Awareness Week. The ACFE National Fraud Awareness Week is an annual event. The kick-off for this event will be in mid-November 2014. There are typically over 600 Official Supporters for this event. Supporters must register with the ACFE. There are six methods offered for becoming a Supporter:

- Newsletter of Publication
- Hosting a Seminar
- Internal Training
- Media Promotion
- Social Media and/or Blogging
- Spreading the Word

Historically the Chapter has selected Newsletter of Publication noting that there is no cost associated with this option.

At its February 12, 2014 meeting, the Board of Officers unanimously voted to **authorize** President Robert Goehring to register the Chapter as a supporter of National Fraud Awareness Week (www.FraudWeek.com) and to select "Newsletter or Publication" as the method selected when ACFE announces the program later this year noting that this may be expanded at a later date to include additional options.

Board Director-at-Large Pete Miller advised that he authors a blog on Clarknuber.com and that he planned on promoting the Fraud Awareness Week on that blog as well as his social media feeds and links on LinkedIn and Twitter.

The Board of Officers voted unanimously to **authorize** Present Robert Goehring to select the following options for advertising this event:

- Newsletter of Publication
- Social Media and/or Blogging

- Spreading the Word

(g) Chapter 2014 Distinguished Achievement Award. Each calendar year the Board of Officers recognizes one Chapter Member who has supported the Chapter the most by attending Chapter fraud seminars and conferences, by participating on Chapter committees, and by supporting other ACFE programs and activities. At its February 12, 2014 meeting, after some discussion, the Board of Officers (Pete Miller abstained) voted unanimously to **approve** the selection of Pete Miller as the recipient of the 2014 Distinguished Achievement Award subject to final approval by the Membership at the June 11, 2014, Annual Business Luncheon. The award will be presented at the Chapter's Bi-monthly Fraud Seminar meeting on February 11, 2015. Pictures will be taken and will be published in the March/April 2015 Chapter newsletter. The Chapter Membership will be asked to vote on the issuance of this award to Pete Miller at today's Chapter Membership meeting. **Information Only.**

(h) Annual Chapter Luncheon Business Meeting. The annual Chapter luncheon business meeting will be held June 11, 2014, at the Bahama Breeze Restaurant at SouthCenter Mall in Tukwila. Training Director Norm Gierlasinski made the restaurant reservations for this meeting. Related Chapter Board of Officer actions and other information:

- (1) Registration Fee. At its February 12, 2014 meeting, the Board of Officers unanimously voted to **approve** an attendance fee of \$10 for Chapter Members and \$15 for Chapter Non-Members for the Fraud Seminar. At today's meeting, the Board unanimously voted to **approve** continued complementary attendance for Chapter Student Members. The Chapter will pay all costs associated with the luncheon meal held in conjunction with this meeting.
- (2) Door Prizes. At its February 12, 2014 meeting, the Board of Officers unanimously voted to **authorize** President Robert Goehring to purchase five Amazon gift certificates for \$25 each as door prizes for the annual business meeting on June 12, 2013, and to **authorize** Treasurer Roger Gulliver to reimburse President Robert Goehring for this door prize expense and to pay the luncheon meal costs for this Chapter meeting. Effective with the June 2013 meeting, Chapter Board members, the Training Director and the President Emeritus were no longer eligible to receive these door prizes.
- (3) Special Acknowledgements. At its February 12, 2014 meeting and through subsequent vote by e-mail, the Board of Officers **approved** by unanimous vote a special thank you to Bernadette McBride and Norm Gierlasinski for their many years of service to the Chapter Board of Officers. The Board also unanimously **authorized** Treasurer Roger Gulliver to reimburse Vice-President Julie Armbrust for the purchase of a plaque for Bernadette McBride. President

Robert Goehring drafted a letters of appreciation for Bernadette McBride and Norm Gierlasinski. President Robert Goehring reported that the letters were encased in glass frames, which was one of the reasons the decision was made later to purchase commemorative pens rather than plaques. The frames and pens will be presented to Bernadette and Norm separately at today's luncheon and pictures will be taken for the July/August 2014 Chapter Newsletter. **Information Only.**

(i) Annual Chapter Training Calendar. The Board of Officers has identified speakers and topics for all of the rest of our fraud training events in 2014 except for the December 3, 2014 Fraud Training Seminar in Seattle. President Robert Goehring reported that he cancelled the October 8, 2014 reservation for the Seattle Training Room because the ACFE decided to hold its annual Fraud Training event in October 2014 (previously not scheduled). There was discussion held regarding completion of the agenda of speakers and topics for the December 3, 2014 and the February 11, 2015 Fraud Seminars in Seattle, with all of the members of the Board agreeing to continue to research on future topics and speakers for our training calendar Chapter President Robert Goehring will coordinate these efforts.

Information and Discussion.

(j) Chapter August 2014 Bi-Monthly Fraud Seminar. There are two more two-hour Chapter bi-monthly fraud seminars this year at our downtown Seattle training facility: August 13 and December 3. The speaker and topic have not been selected yet for the December 3, 2014 fraud training event. The speaker for the August 13, 2014 event is Chapter Member Ken Wilson, CFE, CSAR, owner of Wilson Investigative Services. The topic of this fraud seminar is "Conducting a Comprehensive Interview Utilizing the "LOW" Technique." This training will include a short case study jointly presented by Ken Wilson. **Information Only**

(k) 2014 Joint CFE Chapter/ACFE Fraud Training Classes. At its February 12, 2014 meeting, President Robert Goehring reported to the Board of Officers that the ACFE had provided notification the ACFE would not be holding a training event in the Seattle area this year. President Robert Goehring reported the ACFE subsequently advised that it was going to conduct a two-day fraud training seminar (October 23-24, 2014) at the Hilton Seattle Airport (17620 International Blvd, SeaTac, WA). The seminar is entitled, "Fraud Risk Assessment".

Related Chapter Board actions and other information:

- (1) Registration Fee. The fee for this class is \$700 for ACFE Members and \$850 for ACFE Non-Members. These rates include a \$95 discount for early registration (September 23, 2014). **Information Only.**

- (2) Complementary Registrations. Board Members will assist with same-day class registration and certain other administrative duties on-site at the hotel. The Chapter will receive three complementary registrations to the class, two for assistance with registration duties, and one complementary from the ACFE as in prior years. President Emeritus Joe Dervaes will also be able to attend this class because of his prior duties on the ACFE Board of Regents.

After some discussion, the Board of Officers unanimously voted to **authorize** the three free class registrations this year to Robert Goehring, Pete Miller and James Peet, with Julie Armbrust and Roger Gulliver as alternates. President Robert Goehring will notify the ACFE about these registrations. If any of these Board Members is unable to attend the class, the Board will substitute another Board Member or other Chapter member to replace that person. If other Board members (over and beyond the three individuals mentioned above) desires to attend this class, they would be responsible for paying their own way.

- (3) Luncheon Expenses for Chapter Members. Historically, the luncheon for the first day of the training is covered through the ACFE registration fee. Historically, the Chapter has paid the luncheon expenses for the days not covered. The Board of Officers unanimously voted to **authorize** Treasurer Roger Gulliver to pay the luncheon expenses for Chapter Members who attend this training class on the day when the ACFE does not provide this service.
- (4) 2015 Event. The ACFE has not yet selected the course instructor(s), topic(s), dates or location of the 2015 ACFE training event. Typically these events are held in October. The ACFE will send President Robert Goehring a request to provide the Chapter's top three topics of interest for this event. This notification and historical information is then provided to the Board of Officers for selection of the top three topics via e-mail vote. The results are then provided to the ACFE for consideration. President Robert Goehring advised that he had not received this request from the ACFE yet and will follow-up with the ACFE. The Board **directed** President Robert Goehring to inquire whether the classes being offered have been updated. The Board of Officers will likely take action via e-mail vote this summer.

(I) 2015 Pacific Northwest Chapter/ACFE Annual Fraud Conference. At the February 12, 2014 meeting of the Board of Officers, President Robert Goehring reported that, as directed by the Board of Officers, he had provided the WSCPA with official notification of termination of Chapter's Agreement with the WSCPA for co-sponsorship of the Annual Fraud Conference effective December 7, 2013, and as further directed by the Board he had reserved the

Seattle Training Facility for one additional Fraud Seminar to be held on December 3, 2014.

President Robert Goehring also reported at that meeting that the Board of Officers needed to take action regarding the 2015 Annual Fraud Conference noting the following preliminary considerations:

- Date
- CPE
- Format
- Speakers
- Facility

The Board of Officers took the following official actions at its June 11, 2014 meeting:

- (1) Conference Coordinator. The Board of Officers discussed the need for someone to serve as the "Conference Coordinator" whose responsibilities would include facilitating the many contractual and logistical tasks associated with holding this conference. Other members of the Board of Officers would also perform certain tasks or provide support for certain tasks. Certain actions, such as the contract for the hotel, would need to be approved by the Board of Officers. After some discussion, the Board of Officers unanimously voted (Pete Miller abstained) to **appoint** Member-At-Large Pete Miller as Conference Coordinator.
- (2) Conference Date. After some discussion, the Board of Officers unanimously voted to **establish** May 1, 2015 for this conference and to **offer** 8 hours of CPE.

Special Note: On June 26, 2014 the Board of Officers authorized via e-mail vote changing the date of the conference to May 8, 2015.

- (3) Conference Format. After some discussion, the Board of Officers unanimously voted unanimously to **establish** a format of four speakers and four topics for the Conference noting that topics may be split into two related presentations involving more than one speaker.
- (4) Identification of Topics and Speakers. The Board of Officers discussed its plans to fill these vacancies. President Robert Goehring reported that he had already identified one speaker for this event. The Board of Officers agreed to try to include a two-hour ACFE ethics presentation as part of the conference. **Information and Discussion Only.**

- (5) Conference Location/Facility. Board Member-At-Large Pete Miller reported the results of his research in this area. After some discussion, the Board of Officers voted unanimously to **authorize** Director-At Large Pete Miller to negotiate and execute a contract with La Quinta Inn & Suites (1425 East 27th Street, Tacoma, WA) to host the conference on May 1, 2015.

Special Note: On June 26, 2014 the Board of Officers authorized via e-mail vote changing the date of the conference to May 8, 2015.

- (6) Conference Advertising. The Board of Officers discussed the best way to market the Conference and facilitate registrations. Ideas discussed:
- Advertising on the Chapter website, in the Chapter newsletters and at Chapter Fraud Seminars
 - Requesting that the Northwest area chapters (Spokane, Portland and Vancouver B.C.) advertise this Conference
 - Direct e-mail notification to Chapter membership

Information and Discussion Only.

- (7) Registration Fee. The Board of Officers discussed the expected registration fee needed based largely on expected attendance and expected expenses to conduct the conference. These expenses will largely be comprised of facility costs and will also include reimbursement of speaker expenses. After some discussion, the Board of Officers voted unanimously to establish conference registration fees as follows:

Chapter Members:

- Registration and payment on or before April 30, 2015 - \$100
- Regular - \$125

Non-Chapter Members:

- Registration and payment on or before April 30, 2015 - \$125
- Regular - \$150

- (8) Complementary Registrations. Historically for the Joint Chapter/WSCPA Annual Fraud Conference, the registration fee was waived for the Conference Co-Chairs (Chapter President and Training Director), and the Chapter reimbursed other Board Members that attended. The Board of Officers voted unanimously to **waive** registration fees for the Chapter President and for the Conference Coordinator (Board Member-At-Large Pete Miller). Such potential costs will need to be evaluated prior to granting registration fee

waivers for the other Board of Officers because of the impact on the registration fee. **Information and Discussion Only.**

- (9) Registration and Fee Processing. Unlike the Chapter Fraud Seminars, the Conference will require the ability of participants to register and pay online in advance. This will also be necessary to facilitate "early bird" registration. The Chapter will also need to accommodate "same day" registration through either "invoicing" or same-day payment. The Board of Officers discussed the best way to address these needs. **Information and Discussion Only.**

- (10) Conference Materials. The Chapter will be responsible for preparing materials including the conference book and other handouts. **Information and Discussion Only.**

(m) ACFE 2014 Chapter Awards Program. At its February 12, 2014 meeting, the Board of Officers discussed whether to nominate either the Chapter or Chapter members in the 2014 ACFE Chapter Awards Program. Applications must be submitted by March 14, 2014. Categories (Won by Pacific Northwest Chapter/ACFE as indicated):

- CFE of the Year
- Educator of the Year (Dr. Bob Holtfreter – July 2006)
- Chapter of the Year (July 2006)
- Chapter Newsletter of the Year (July 2010 and June 2012)
- Outstanding Achievement in Outreach/Community Service (Joe Dervaes – July 2007)

At its February 12, 2014 meeting, the Board of Officers unanimously voted to **authorize** President Robert Goehring to not submit an application for award for any of these categories for this year.

(n) Chapter Financial Statements. Chapter Treasurer Roger Gulliver made a financial presentation to the Board. We are financially healthy and able to support all of our planned activities for fiscal year 2015. **Information Only.**

(o) Miscellaneous Chapter Business. There were no miscellaneous Chapter business items. **Information Only.**

(p) Other. There were no other topics raised for discussion and potential action.

5. Adjournment. The semi-annual Board of Officers meeting was adjourned at 11:35 a.m. by President Robert Goehring, and the Members then attended the Chapter Annual Luncheon Business Meeting and Fraud Seminar at noon at the Bahama Breeze Restaurant in Tukwila.

PACIFIC NORTHWEST CHAPTER/ACFE – June 11, 2014

Annual Chapter Luncheon Business Meeting Minutes

1. Call to Order. President Robert Goehring called the 12:30 p.m. at the Bahama Breeze Restaurant at SouthCenter Mall in Tukwila, WA.
2. Approval of Prior Meeting Minutes. The Membership unanimously voted to **approve** the meeting minutes for the Annual Chapter Luncheon Business Meeting held on June 12, 2013.
3. Old Business.
There was no outstanding business from prior Board meetings.
4. New Business.
 - (a) Chapter 2014 Distinguished Achievement Award. At its February 12, 2014 meeting, after some discussion, the Board of Officers (Pete Miller abstained) **approved** the selection of Pete Miller as the recipient of the 2014 Distinguished Achievement Award subject to final approval by the Membership. The award will be presented at the Chapter's Bi-monthly Fraud Seminar meeting on February 11, 2015. Pictures will be taken and will be published in the March/April 2015 Chapter newsletter. The Chapter Membership unanimously **voted** to approve this award to Pete Miller for his service to the Chapter.
 - (b) Award of Chapter Door Prizes. At its February 12, 2014 meeting, the Board of Officers **authorized** President Robert Goehring to purchase five \$25 Amazon gift certificates as door prizes for attending the 2014 Annual Luncheon Business Meeting. Based upon a drawing, the gift certificates were awarded to the following members present at the meeting: Jeff Rosenquist, Ruth Riddle, Christine Mutchler (spouse of Member Chris Mutchler), Rick Osborn, and James Tyrrell.
 - (c) Chapter Board Elections. At its February 12, 2014 meeting, the Board of Officers established its draft slate of officers for the Board terms of July 1, 2014 through June 30, 2016. President Robert Goehring **appointed** a Nominating Committee comprised of Chapter Members Kent Hanson, Jake Jacobson, and Cliff Whipple. The Board subsequently unanimously **approved** the slate of officers by e-mail. Ballots were distributed to Members attending the June 11, 2014 Annual Chapter Luncheon Business Meeting. President Robert Goehring **appointed** an Elections Committee comprised of James Tyrrell, Ruth Riddle, and Victoria Brazil with James Tyrrell serving as Chair of the Committee to count the ballots at this meeting. Slate of Officers as follows:

- President Robert A. Goehring, CFE, CPA
- Vice-President Julie Armbrust, CFE, CPA, MBA
- Secretary-Treasurer Roger B. Gulliver, CFE, CPA, CISA, CBA
- Director-At-Large Peter R. Miller, CFE, CPA
- Director-At-Large James S. Peet, Ph.D., CFE
- President Emeritus Joseph R. Dervaes, CFE, ACFE Fellow, CIA
- Training Director John J. Tollefsen, JD, CFE, CCS

Elections Committee Chair James Tyrrell reported that the above state of officers was elected. A picture of the new Board of Officers and former Training Director Norm Gierlasinski, CFE, CPA, CIA was taken for publication in the Chapter July/August 2014 Bi-Monthly Newsletter.

(d) Chapter Leadership Ceremonies. President Robert Goehring presented an encased letter of appreciation and a commemorative pen to outgoing Training Director Norm Gierlasinski, CFE, CPA, CIA. Pictures were taken and will be published in the Chapter July/August 2014 Bi-Monthly Newsletter. Former Vice-President Bernadette McBride, CFE, CPA (retired effective December 1, 2013) was unable to attend. Her encased letter of appreciation and commemorative pen will be mailed to her residence.

(e) Special Recognition - Donation. President Robert Goehring reported that President Emeritus Joe Dervaes had donated his \$1,000 speaker honorarium received from the Tennessee Society of CPA's Governmental Accounting & Auditing Conference (June 2-3, 2014) in the name of the Chapter to the Ritchie-Jennings Memorial Scholarship Fund.

(f) Special Recognitions – UW Fraud Victims Pilot Project. Present Robert Goehring reported that President Emeritus Joe Dervaes and four other Chapter members had volunteered for this project beginning Fall Quarter 2014. President Emeritus Joe Dervaes introduced those present at the meeting (Rick Osborn, John Tollefsen, and Mike Nurse), and announced that Elizabeth Larson had also volunteered. These individuals will arrange with the King County Prosecuting Attorney's Office to complete a King County Volunteer Form and be fingerprinted in order to be covered for insurance purposes on this project.

(g) Pacific Northwest Chapter/ACFE Annual Fraud Conference. President Robert Goehring announced that the Chapter will hold a one-day fraud conference on May 1, 2015. He also announced that a 2-hour Chapter Fraud Seminar will be held on December 3, 2014 at the Seattle Training Facility.

Special Note: The Board of Officers subsequently changed the date of the conference to May 8, 2015.

5. **Adjournment.** The Annual Luncheon Business Meeting was adjourned at 1:00 p.m. by President Robert Goehring, and the Membership then attended the fraud seminar presentation by Melinda J. Young, Senior Deputy Prosecuting Attorney, Economic Crimes Unit Chair, King County Prosecuting Attorney's Office, on the topic of "Forensic Fraud Analysis In Action".