

PACIFIC NORTHWEST CHAPTER/ACFE – February 12, 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 February 12, 2014, 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 and James Peet; Treasurer Roger Gulliver, and, President Emeritus Joe Dervaes. Training Director Norm Gierlasinski was not able to attend (work). Those in attendance represented a quorum of officers. **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 June 12, 2013, and the annual Chapter Business Meeting held on June 12, 2013 (both meetings held in Tukwila, WA).

3. Old Business.

There was no outstanding business from prior Board meetings.

4. New Business.

(a) Appointments to the Board of Officers. **Confirming their unanimous vote to approve this action** by e-mail, the Board unanimously voted to **appoint** Member-at-Large Julie Armbrust as Vice-President effective December 1, 2013, Pete Miller as Member-at-Large effective October 1, 2013, and James Peet as Member-at-Large effective December 1, 2013. Julie replaced Bernadette McBride (retired), Pete replaced Jennifer Rauch (resigned) and James replaced Julie (appointed as Vice-President).

(b) Chapter Board Elections. The Chapter needs to hold elections for the positions on the Board of Officers this year for the two-year term ending June 30, 2016. Related Chapter Board actions and other information:

(1) Positions. All current members of the Board 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. This will create a vacancy for the Training Director position.
Information Only.

(2) Special Acknowledgement. The Board **approved** by unanimous vote a special thank you to Bernadette McBride for her many years of service to the Chapter Board of Officers. Bernadette served on the Board since 2001 and was a frequent speaker at Chapter training events. 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 will draft a letter of appreciation.

- (3) Election Process. The Chapter made an initial announcement in the January-February 2014 bi-monthly newsletter and will make subsequent announcements through future newsletters and the February and April 2014 Chapter Fraud Seminar events. President Robert Goehring will appoint three Chapter members as the Nominating Committee (Kent Hanson, Jake Jacobson, and Cliff Whipple), and will provide the Committee with the slate of individuals and positions for the upcoming elections in June 2014. The agreed-upon slate of officers will then be published in the newsletter, and ballots will be sent out to all eligible voting members electronically prior to the Annual Business Meeting. President Robert Goehring will then appoint two Chapter members as the Elections Committee from those eligible members attending the Annual Business Meeting to count the votes and make a final report to the Membership at the meeting. **Information Only**

(c) 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. After some discussion the Board 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).

Joe Dervaes and Julie Armbrust (and if necessary James Peet) will take notes and will make a report to the Chapter on the content of this meeting, which will then be published in a future Chapter

newsletter. The ACFE has requested that the Chapter Representative complete a survey in advance of the Conference. **Information Only.**

- (2) **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 the Main Conference or the Full Conference in groups of at least three. Seven Chapter Members (Julie Armbrust, Steve Geertz, Nancy Lalic, Linda Saunders, Peter Tobin, John Tollefsen, and David Wilkinson) participated in this program last year and received at least a \$100 discount on the Early Registration Conference registration fees as a result. The registration pricing and registration information was included in the January-February, 2014 Chapter Newsletter and will again be included in subsequent Bi-Monthly Newsletters. On December 9, 2013 Chapter President Robert Goehring sent a notification e-mail directly to each of the prior year Chapter participants. **Information Only**

(d) **Chapter Student Scholarship Program.** At its June 8, 2011, Board of Officers meeting and annual Chapter Business Meeting, the Board and Membership agreed to eliminate one of the Chapter student scholarships (leaving one still in place) and replace it with a new Chapter Incentive Award Program. There are sufficient funds in the Chapter treasury for the Chapter scholarship program of one scholarship in the amount of \$500. The Chapter scholarship winner, if any, will be announced in our bi-monthly newsletter. Training Director and Chair of the Scholarship and Community Outreach Committee Norm Gierlasinski sent scholarship notification letters to Colleges and Universities in our geographic area in Fall 2013. And, our University Outreach leaders have been contacting their assigned higher educational institutions ever since to advertise the ACFE Foundation and Chapter scholarship programs. Vice-President Julie Armbrust serves on the ACFE Foundation Scholarship Committee.

Applications were due to the ACFE and the Chapter by February 4, 2014. As of today's date, there was one student inquiry (Veronica Kamau); however, this student did not actually submit an application to the Chapter. The Board **authorized** an unspecified extension of the due date for the Chapter application. After some discussion, the Board 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. The Board will approve potential subsequent award, if any, through e-mail vote which will be confirmed at the June 2014 Board meeting.

(e) **Chapter 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). Chapter President Robert Goehring will provide an announcement at today's training event and in a future newsletter that there were no applicants for the 2013 Calendar Year 2013 and, further, encourage Associate Members (or those wishing to become Associate Members) to strongly consider applying for this award. **Information Only**

(f) 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. The Board 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.

(g) 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, including advertising the Chapter's support in the Chapter newsletter. Historically, this is the option selected by the Chapter noting that there is no cost associated with this option. The Board 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.

(h) Chapter 2013 Distinguished Achievement Award Presentation. The ACFE has approved the Chapter's 2013 Distinguished Achievement Award for James Peet. The Chapter Board of Officers was previously notified of ACFE's approval of this award. Chapter President Robert Goehring purchased a frame for the award. It will be presented during today's Fraud Seminar, and pictures will be taken for the newsletter. **Information Only.**

(i) Chapter 2014 Distinguished Achievement Award. Effective with the 2011 Award, the Board of Officers decided to begin making this award 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. Related Chapter Board actions and other information:

- (1) Previous Winners Over The Past Five Years. Julie Bollerud (2009), Peter Tobin (2010), John Tollefsen (2011), Gayle Seyl (2012), and James Peet (2013). **Information Only.**

- (2) 2014 Award. After some discussion, the Board (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. President Robert Goehring will write the recommendation for the award letter based upon specific input from the selectee.

(j) 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. Vice-President Norm Gierlasinski has made the restaurant reservations for this meeting. Historically, the registration fee for this event (for the training) was as follows: As we did last year, the Board of Officers agreed to charge Members \$10 and Non-Members \$15 for this event. The Chapter will pay all costs associated with the luncheon meal held in conjunction with this meeting. The Board 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.

(k) Chapter 2014 Fraud Training Seminars. Speakers have been determined for the following Chapter 2014 Fraud Training Seminars as follows:

- February 12, 2014. Speaker: John J. Tollefsen, J.D., LL.M, CFE, Founder of the Tollefsen Law. Topic: "Applying and Understanding the New ACFE Ethics Rules." (ACFE Ethics Training).

- April 9, 2014. Speaker: Pete Miller, CFE, CPA (Chapter Board Member-at-Large). Topic: "Change As A Driver For Fraudulent Behavior."

- June 12, 2014 (Annual Business Meeting). Speaker/Topic: Pending.

- August 13, 2014. Speaker: Ken Wilson, CFE, CSAR. Topic: "Conducting a Comprehensive Interview Utilizing the "LOW" Technique." This training will include a short case study jointly

presented by the Speaker and James Peet, CFE (Chapter Board Member-at-Large).

- October 8, 2014 (Additional Fraud Seminar). Speaker/Topic: Pending. See also agenda item (m) [ACFE Training Classes].
- December 3, 2014 (Additional Fraud Seminar). Speaker/Topic: Pending. See also agenda item (n) [Annual Fraud Conference].

The Board discussed potential speakers for the June, October and December Fraud Seminars, and will work to fill these speaking slots. Chapter President Robert Goehring will coordinate these efforts. **Information and Discussion.**

(l) 2013 Joint Chapter/ACFE Fraud Training Class - Report. See also the Nov-Dec 2013 Bi-Monthly Chapter Newsletter. There were two separate classes offered this year: Fraud-Related Compliance (October 28), and Investigating on the Internet (October 29-30). These classes were held at a new location this year (Cedarbrook Lodge in SeaTac, WA). There were 40 people that attended the Fraud-Related Compliance class, including eight Chapter members. There were 35 people that attended the Investigating on the Internet class, including five Chapter members. The ACFE granted three complementary registrations to the Board of Officers for assisting during this event (Robert Goehring and James Peet, plus a split registration for Roger Gulliver and Julie Arbrust). President-Emeritus Joe Dervaes also attended this event at no cost. Treasurer Roger Gulliver reported that the Chapter had received a check in the amount of \$780 representing the Chapter's reimbursement for the two-day class (calculated based on 39 paid attendees times \$20/each). **Information Only.**

(m) 2014 and 2015 Joint CFE Chapter/ACFE Fraud Training Classes. In January 2014 the ACFE notified Chapter President Robert Goehring that Seattle was not selected for a 2014 Training Event (typically held in October). The Board had previously notified the ACFE of its ranking of top three preferred topics: (1) [New] Detecting Fraud Through Vendor Audits, (2) Fraud Risk Assessment, and (3) How to Testify.

President Emeritus Joe Dervaes determined that Seattle was not chosen for 2014 because of low attendance at recently held ACFE training sessions in Seattle (SeaTac). The ACFE provided Chapter President Robert Goehring with a request for ranking of topics for a potential 2015 training event.

The following represents typical Board actions regarding this training event:

- (1) Notification to ACFE Regarding Potential Topics. No official action taken because Seattle (SeaTac) was not selected for an ACFE 2014 Training Event. This topic will be discussed and action taken after the June 2014 Board of Officer elections. Historically, the President provides a listing of potential topics provided by the ACFE together with a history of topics provided for action by the Board. The Board then votes via e-mail to select the top three topics for submission to the ACFE by the Chapter President. Chapter President Robert Goehring recommended that that Chapter only agree to sponsor two-day training events. **Information and Discussion**.
- (2) Complementary Registrations. No official action taken because Seattle (SeaTac) was not selected for an ACFE 2014 Training Event. This topic will be discussed and action taken after the June 2014 Board of Officer elections.
- (3) Luncheon. No official action taken because Seattle (SeaTac) was not selected for an ACFE 2014 Training Event. This topic will be discussed and action taken at the February 2015 Board Meeting.

(n) 2013 Joint CFE Chapter/WSCPA Annual Fraud Conference - Report. See also the Jan-Feb 2014 Bi-Monthly Chapter Newsletter. The Joint CFE Chapter/WSCPA Annual Fraud Conference was held on December 6, 2013, at the Meydenbauer Center in Bellevue, WA. Related Chapter Board actions and other information:

- (1) Attendance. There were 115 individuals that attended this event, including 18 Chapter Members. The WSCPA granted two complementary registrations for the Conference Co-Chairs, President Robert Goehring and Training Director Norm Gierlasinski. Further, as in the past, the Chapter reimbursed any of the other four Board Members for registration fees for this conference. **Information Only**.
- (2) Financial Report. Treasurer Roger Gulliver reported that the Chapter received a check in the amount of \$2,263.75 representing the Chapter's reimbursement. President Robert Goehring reported that he had previously e-mailed the WSCPA settlement report to the Board of Officers for review. **Information and Discussion**.
- (3) Termination of Agreement with the WSCPA. In August 2013 the Board voted via e-mail to terminate the Chapter's Agreement with the WSCPA for co-sponsorship of the Annual Fraud Conference effective December 7, 2013, and to authorize President Robert

Goehring to provide official notification to the WSCPA via USPS certified mail with return receipt requested. This notification was sent to the WSCPA on December 7, 2013, a soft copy of this notification was provided to the Board of Officers, and a hard copy was provided to Treasurer Roger Gulliver. **Information Only.**

- (4) **Future Chapter Annual Fraud Conferences.** President Robert Goehring reported that, pursuant to direction received from the Board, the Chapter will provide one additional Fraud Seminar on December 3, 2014 at the Seattle Training Facility. Robert further reported that the Board still needs to take action regarding the 2015 Annual Fraud Conference noting the following preliminary considerations:

- Date - Likely late April 2015
- CPE – 8 hours
- Speakers – The Board will identify and secure speakers
- Format – Two hour blocks (can be split)
- Facility – To be determined

The Board took no official action. **Information and Discussion.**

- (o) **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 2014. **Information Only.**

- (p) **ACFE 2014 Chapter Awards Program.** The Board 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)

After some discussion the Board unanimously **authorized** President Robert Goehring to not submit an application for award for any of these categories for this year.

- (q) **ACFE 25th Anniversary Video.** This year the ACFE celebrates its 25th Anniversary. To help celebrate and advertise this special event the ACFE requested that Chapters create a short video of congratulations. The Pacific Northwest Chapter/ACFE will produce this video prior to today's training event or during the networking break. **Information Only.**

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

(s) Other. There were two other topics raised for discussion and potential action:

- (1) Remote Access to Chapter Training Events. Vice-President Julie Armbrust raised the topic of whether the Chapter Fraud Seminars could be broadcasts through webinars or other means to enable Chapter members and other interested parties to participate remotely. There are two key areas that would need to be addressed: Technology and CPE. **Discussion Only**.
- (2) Potential Changes to the Chapter Student Scholarship Eligibility Requirements. The Board discussed the merits of whether to expand the eligibility requirements to include part-time students, Washington resident students attending out of state colleges and universities and/or students attending two-year educational institutions. The Board tabled this topic until the June 11, 2014 Board Meeting and discussion with Membership. **Discussion Only**.
- (3) Presentation of Benefits of Chapter Membership and Serving on the Board of Officers. Vice-President Julie Armbrust will be making a brief PowerPoint presentation on this topic today prior to the Fraud Seminar. The Board directed President Robert Goehring to include this information in future Chapter Bi-Monthly Newsletters. **Discussion and Information Only**.

5. Adjournment. The semi-annual Board of Officers meeting was adjourned at 2:15 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 12, 2013.

Pacific Northwest Chapter/ACFE – June 12, 2013 **Semi-Annual Board of Officers Meeting Minutes**

Call to Order. President Robert Goehring called the semi-annual meeting of the Board of Officers for June 12, 2013, 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, Roger Gulliver and Julie Armbrust; Training Director Norm Gierlasinski; and, President Emeritus Joe Dervaes. Board Officers Bernadette McBride and Jennifer Rauch were not able to attend

(working). **Information Only**

Approval of Prior Minutes. The Board unanimously voted to **approve** the meeting minutes for the semi-annual Board of Officers meeting held on February 13, 2013 (Seattle Training Facility).

Old Business. There was no outstanding business from prior Board of Officers meetings.

New Business.

(a) Chapter 2013 Distinguished Achievement Award. Effective with the 2011 Award, the Board of Officers decided to begin making this award 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. At its February 13, 2013 meeting, after some discussion the Board voted unanimously to **approve** the selection of Dr. James Peet as the recipient of the 2013 Distinguished Achievement Award subject to final approval by the Membership at the June 12, 2013, Annual Business Luncheon Meeting. President Robert Goehring will write the recommendation for the award letter based upon specific input from the selectee. The award will be scheduled for presentation at the Chapter's bi-monthly fraud seminar meeting in February 2014. Pictures will be taken and published in a future Chapter newsletter. **The Chapter Membership will be asked to vote on the issuance of this award** to Dr. James Peet at the Annual Luncheon Business Meeting and Fraud Seminar to be held on June 12, 2013.

(b) **Chapter 2013 Incentive 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 a drawing during the subsequent year February Chapter Fraud Seminar in Seattle. Calendar Year 2012 was the first year of this program and Victoria Brazil was the recipient of this award. Chapter President Robert Goehring reported that he has not received any applications for the 2013 Incentive Program Award. The Incentive Program Award is advertised in the Chapter bi-monthly newsletter. Chapter President Robert Goehring will discuss this program at today's Chapter Membership meeting. **Information Only**

(c) **Chapter 2013 Student Scholarship Program.** At its June 8, 2011, Board of Officers meeting and annual Chapter Business Meeting, the Board and Membership agreed to eliminate one of the Chapter student scholarships (leaving one still in place) and replace it with a new Chapter Incentive Award Program. There are sufficient funds in the Chapter treasury for the Chapter scholarship program of one scholarship in the amount of \$500. Chapter President Robert Goehring made a report that he had not received any applications for the 2013 scholarship program. After some discussion, the Board **directed** Chapter President Robert Goehring to contact the ACFE regarding 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.

On April 26, 2013 the ACFE **notified** the Chapter Board Members, President Emeritus and the Training Director that the sole applicant from the state of Washington attended an out-of-state university and was the recipient of a \$5,000 Foundation scholarship. **Accordingly, there will be no student scholarship award for 2013 (no official Board action required)** because there were no eligible applicants for 2013 (student must be attending a university in the state of Washington and, student cannot win both Foundation and Chapter scholarships for the same year). This was reported in the May-June 2013 Chapter Newsletter. Chapter President Robert Goehring will discuss this program at today's Chapter Membership meeting. **Information Only.**

(d) **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. The Board should continue its participation in this most worthwhile program in 2013 by making a contribution of \$200 again this year, plus another \$100 for the ACFE Foundation Board of Directors Chapter Challenge again this year (\$300 total contribution). Due to a technicality, our 2012 contribution to the ACFE Foundation was not included in the Silent Auction statistics. To remedy that situation, our contribution this year was indicated as totally for the "Chapter Challenge". At its February 13, 2013 meeting, the Board 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 2013.

(e) **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 2013. 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, including advertising the Chapter's support in the Chapter newsletter. Historically, this is the option selected by the Chapter noting that there is no cost associated with this option. At its February 13, 2013 meeting, the Board 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. There was discussion regarding what more, if anything, that the Chapter could do to further advertise this event as well as provide greater fraud awareness for the community.

(f) **ACFE's 23rd Annual Fraud Conference and Exhibition.** The ACFE's Annual Fraud Conference will be held at the ARIA Resort & Casino in Las Vegas, NV from June 23-28, 2013. Related Chapter Board actions and other information:

(1) **Chapter Representative at Annual Fraud Conference.** At its February 13, 2013 meeting, the Board confirmed its unanimous previous vote by e-mail to appoint President Emeritus Joe Dervaes to serve as the Chapter Representative for the annual meeting held in conjunction with the 24th Annual Fraud Conference and Exhibition in Las Vegas, NV (June 23-28, 2013), and to **authorize** Treasurer Roger Gulliver to pay not more than \$500 towards expenses of the Chapter Representative while attending the Conference. Joe will take notes and make a report to the Chapter on the content of this meeting which will be published in a future Chapter newsletter.

(2) **Chapter Team Registrations.** Seven Chapter Members (Julie Armbrust, Steve Geertz, Nancy Lalic, Linda Saunders, Peter Tobin, John Tollefsen, and David Wilkinson) participated in the "team registration program" sponsored by the ACFE and received at least a \$100 discount on the "Early Registration" (April 5, 2013) Conference registration fees as a result.

Information Only.

(g) **Annual Chapter Luncheon Business Meeting and Fraud Seminar.** The annual Chapter luncheon business meeting will be held at noon on June 12, 2013, at the Bahama Breeze Restaurant at SouthCenter Mall in Tukwila. Training Director Norm Gierlasinski has made the restaurant reservations for this meeting. Related Chapter Board actions and other information:

(1) **Registration Fee.** At its February 13, 2013 meeting, the Board unanimously voted to **approve** an attendance fee of \$10 for Chapter Members and \$15 for Chapter Non-Members \$15 for the Fraud Seminar. The Chapter will pay all costs associated with the luncheon meal held in conjunction with this meeting.

(2) **Door Prizes.** At its February 13, 2013 meeting, after some discussion the Board unanimously voted to **authorize** President Robert Goehring to purchase five Starbucks gift certificates for \$25 each as door prizes for the annual business meeting on June 12, 2013, 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. Further, the Board unanimously voted to **establish a policy** whereby Chapter Board members, the Training Director and the President Emeritus are not eligible to receive these door prizes.

(3) **Chapter 20th Anniversary Cake and Decorations.** **Confirming their unanimous vote to approve this action** by e-mail, the Board also unanimously voted to **authorize** Treasurer Roger Gulliver to reimburse Board Member-at-Large Julie Armbrust for the purchase of a cake to commemorate the Chapter's 20th Anniversary at the June 12, 2013 Chapter Annual Luncheon Business Meeting and Fraud Seminar.

(4) **Incentive Program Award, Chapter Student Scholarship Program Award, and the Need for Speakers.** Chapter President Robert Goehring will discuss these items as "announcements" at today's Chapter Membership meeting.

(h) **Annual Chapter Training Calendar.** The Board has identified speakers and topics for all of the rest of our fraud training events in calendar year 2013 as well as for the February 12, 2014 Bi-Monthly Fraud Seminar (Dr. John Tollefsen – Ethics). This presentation will meet our members' requirements for ACFE ethics training in 2014. Further, it is likely that the speaker originally scheduled for the August 14, 2013 Bi-Monthly Fraud Seminar will be able to speak at the April 2014 event. There was discussion held regarding completion of the agenda for the speakers and topics for the rest of calendar year 2014, with all members of the Board agreeing to continue to research on future topics and speakers for our training calendar. Chapter President Robert Goehring will discuss the need for speakers at today's Chapter Membership meeting. **Information Only.**

(i) **Chapter August 2013 Bi-Monthly Fraud Seminar.** The final two-hour Chapter bi-monthly fraud seminar of the year will be held on Wednesday, August 14, 2013, at our downtown Seattle training facility. The speaker for this event is Board Vice-President Bernadette McBride, Senior Investigator – Financial Examiner, Washington State Department of Financial Institutions. The topic of this fraud seminar is "Case Files of DFI".

(j) **2013 Joint CFE Chapter/ACFE Fraud Training Class.** The annual Joint Chapter/ACFE fraud training class will be held in October 28-30, 2013 at the Cedarbrook Lodge (18525 36th Avenue South, SeaTac). The seminars are titled, "Fraud-Related Compliance" (October 28) and "Investigating on the Internet" (October 29-30).

Related Chapter Board actions and other information:

(1) **Registration Fee.** The fee for these classes is \$295 and \$600, respectively, for Members and \$395 and \$750, respectively for Non-Members. There is a \$100 discount for registration for both of these classes and the ACFE offers a \$95 discount for early registration (September 27, 2013). **Information Only.**

(2) **Complementary Registrations.** Board Members will assist with class registration and certain other administrative duties on-site at the hotel. The Chapter will receive three complimentary registrations to the class, two for assistance with registration duties, and one complimentary 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. At its February 13, 2013 meeting, after some discussion the Board unanimously voted to **authorize** the three free class registrations this year for Robert Goehring, Bernadette McBride, and Jennifer Rauch. 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) desire to attend this class, they will be responsible for paying their own way. The Board **directed** Chapter President Robert Goehring to confirm in advance of this event whether Bernadette McBride and Jennifer Rauch will be able to attend this event. It was noted that two separate individuals could attend each of these classes and this would be counted by the ACFE as one

complementary registration.

(3) Luncheon Expenses for Chapter Members. At its February 13, 2013 meeting, the Board unanimously voted to **authorize** Treasurer Roger Gulliver to pay the luncheon expenses for Chapter Members who attend this training class on the day when ACFE does not provide this service, as we have done in past years (i.e.; the luncheon on day two of the class).

(4) 2014 Event. The ACFE has not yet selected the course suggested by the Board of Officers, the dates of the class, the hotel location, or the course instructor. The instructor for this class will be announced by ACFE after the topic has been decided. On April 16, 2013, the ACFE provided a listing of potential topics which was provided to the Board for "ranking". The Top 3 Topics selected by the Board through e-mail vote and communicated to the ACFE were as follows: (1) [New] Detecting Fraud Through Vendor Audits, (2) Fraud Risk Management, and (3) How To Testify. This ranking was provided to the ACFE for consideration. The ACFE is responsible for reserving the dates for this training class. **Information Only.**

(k) **2012 Joint CFE Chapter/WSCPA Annual Fraud Conference - Report.** See also the Jan-Feb 2013 Bi-Monthly Chapter Newsletter. The Joint CFE Chapter/WSCPA Annual Fraud Conference was held on December 7, 2012, at the Courtyard Marriott Hotel in Bellevue, WA. There were 93 individuals that attended this event, including 16 Chapter Members. The WSCPA granted two complementary registrations for the Conference Co-Chairs, President Robert Goehring and Training Director Norm Gierlasinski. Further, as in the past, the Chapter reimbursed any of the other four Board Members for registration fees for this conference.

Related Chapter Board actions and other information:

(1) Financial Consideration – Conference Location Change. The WSCPA actually had a contact with the Meydenbauer Center in Bellevue for this conference; however, the Meydenbauer Center advised that it would not be able to accommodate the conference this year. The WSCPA advised that it would receive "financial consideration" for the 2013 Conference. At the February 13, 2013 Board Meeting, Chapter President Robert Goehring reported that he was still working with the WSCPA to ensure that the Chapter received an appropriate financial benefit from this action. On March 19, 2013 the WSCPA notified the Chapter President that the "Chapter itself was not financially impacted by this decision" and that the decision was made to put the funds into the WSCPA general conference budget. **Information Only.**

(2) Chapter Reimbursement. On April 27, 2013 the Chapter received a check from WSCPA in the amount of \$606.95 calculated as follows:

Revenue (93 Participants)	\$22,638.00
Expenses	<u>\$18,142.11</u>
Total Profit	\$4,495.89
WSCPA Overhead Allocation (\$64 * 93)	\$5,952.00
Chapter Overhead Allocation (\$10 * 93)	<u>930.00</u>
Total Overhead Allocation	\$6,882.00
Total Expenses	\$25,024.11

Net Loss \$(2,386.11)

Split with Chapter (\$4,495.89 * 13.5%) **\$606.95**

This payment did not include the \$930 due for the \$10 per participant. **Information Only.**

(l) **2013 Joint CFE Chapter/WSCPA Annual Fraud Conference.** The joint CFE Chapter/WSCPA Annual Fraud Conference will be held on December 6, 2013, at the Meydenbauer Center in downtown Bellevue, WA. The WSCPA has reserved this date on their training calendar for the Conference and already entered into an agreement with the Center to reserve this training date.

Related Chapter Board actions and other information:

(1) **Registration Fee.** The estimated registration fee for this conference is \$225 for Members and \$300 for Non-Members. **Information Only.**

(2) **Complementary Registrations.** As in the past, President Robert Goehring and Training Director Norm Gierlasinski will be the Co-Chairs and will attend the Conference at no cost. As in the past, the Chapter agrees to pay for the registration fee for this Conference for any of the all other four Board of Officers Members who desire to attend the event. At its February 13, 2013 meeting, the Board unanimously voted to **authorize** Treasurer Roger Gulliver to pay for the registration fees for all other members on the Board of Officers who want to attend the Conference (a maximum of four).

(3) **Speakers.** The WSCPA will once again use a format of eight speakers and eight topics for the Conference. The Board has already identified speakers and topics for this conference and communicated this information to the WSCPA. The WSCPA is responsible for working with the speakers for obtaining presentations and other materials for the conference. The Chapter Board will provide support as necessary, e.g. scheduling, potential changes in speakers, etc. **Information Only.**

(m) **Chapter Financial Report.** Treasurer Roger Gulliver reported that the Chapter is financially healthy and able to support all of our planned activities for calendar year 2013. The Board **unanimously voted** to thank Roger for his work in maintaining the Chapter's financial records and preparing the annual financial statements.

(n) **Miscellaneous Chapter Business.** There were no miscellaneous Chapter business items.

Adjournment. The semi-annual Board of Officers meeting was adjourned at 11:30 a.m. by President Robert Goehring, and the Members then immediately attended the Chapter's Annual Luncheon Business Meeting and Fraud Seminar at the Bahama Breeze Restaurant in Tukwila.