

Minutes of Semi-Annual CFE Chapter Board of Officers Meeting
Pacific Northwest Chapter/ACFE – February 25, 2009

Call to Order. President Joe Dervaes called the semi-annual meeting for February 25, 2009, at 12:30 p.m. in the downtown Seattle training facility to order. Present were Board of Officer members: Joe Dervaes, Norm Gierlasinski; Roger Gulliver; and, Robert Goehring. Bernadette McBride was absent for personal reasons.

Approval of Prior Meeting Minutes. By unanimous vote, the Board of Officers approved the minutes for the following meetings: (a) semi-annual Board of Officers meeting; and, (b) Chapter annual business meeting held on June 25, 2008.

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

New Business.

(a) The Chapter does not need to hold elections for any Board of Officer positions this year. The terms of office for all current members of the Board end on June 30, 2010.

(b) The Board of Officers unanimously voted to authorize Vice-President Norm Gierlasinski as the Chapter Representative for the annual meeting held in conjunction with the 20th Annual Fraud Conference and Exhibition in Las Vegas, NV (Bellagio Hotel on July 12, 2009), and to authorize Treasurer Roger Gulliver to pay not more than \$500 to him towards his expenses while attending the Conference. Vice-President Norm Gierlasinski will prepare a report of the meeting after the Conference that will be published in the Chapter newsletter.

(c) Vice-President Norm Gierlasinski sent scholarship notification letters to Colleges and Universities in our geographic area of coverage on February 1, 2009. We hope to receive many well qualified student candidates for the Chapter and ACFE scholarship programs again this year. The due date for the ACFE scholarship program is April 17, 2009. The due date for the Chapter scholarship program is March 31, 2009. The Chapter will provide CFE reference letters to the ACFE for each student who submits their application to the Chapter for a CFE reference letter and for entry into the Chapter's scholarship program. There are sufficient funds in the Chapter treasury for all of our activities and the scholarship program. The Board of Officers unanimously voted to authorize Treasurer Roger Gulliver to pay for the award of up to two student scholarships of \$500 each in 2009.

(d) The Board of Officers unanimously voted to authorize Treasurer Roger Gulliver to send \$200 to the ACFE Foundation's student scholarship program for 2009 scholarships. The Chapter sent this same amount to the Foundation last year as well.

(e) The Board of Officers unanimously voted to authorize President Joe Dervaes to register the Chapter as a supporter of National Fraud Awareness Week

(www.FraudWeek.com). The kick-off for this event is anticipated to be sometime in mid-November 2009 similar to last year.

(f) The annual joint Chapter/ACFE fraud training class will be held in mid-October 2009, at the SeaTac DoubleTree Inn Hotel at an as yet unspecified date. Based upon our request to ACFE last year, the topic of the class will be *Financial Statement Fraud*. The instructor for this class has not yet been identified by ACFE. The ACFE has not yet reserved any specific training dates with the hotel. The estimated registration fee for this class is \$595 for Members and \$695 for Non-Members. The Board of Officers will assist with registration duties. The Chapter will receive three free registrations to the class, two for assistance with registration duties, and one complimentary from the ACFE as in prior years. President Joe Dervaes will also attend at no cost because of his duties on the ACFE Foundation Board of Directors. If all five members of the Board of Officers wish to attend this class, the Board unanimously voted to authorize Treasurer Roger Gulliver to pay for the registration fee for one member of the Board to attend this class (maximum of one). This is a benefit to these individuals for their service on the Chapter Board of Officers during the year.

The Association will provide breakfast pastries and mid-morning and mid-afternoon refreshments on both days of this training class. The Association will provide lunch only on the first day of the class. Attendees will be on their own for lunch for the second day of the two-day training class. The Board of Officers also unanimously voted to authorize Treasurer Roger Gulliver to pay for 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 (the luncheon on day two of the class).

(g) The annual Chapter luncheon business meeting will be held June 24, 2009, at the Bahama Breeze Restaurant. Vice-President Norm Gierlasinski has made the restaurant reservations for this meeting. The Board of Officers unanimously voted to authorize President Joe Dervaes to purchase five gift certificates for \$25 each at a local book store to be used as door prizes for the annual business meeting on June 24, 2009, and to authorize him to be reimbursed for these expenses by Treasurer Roger Gulliver. The Board of Officers also unanimously voted to authorize Treasurer Roger Gulliver to pay for the restaurant luncheon costs for the annual business meeting.

(h) After much discussion, the Board of Officers unanimously voted to award the 2009 ACFE Distinguished Achievement Award to Chapter Member Julie Bollerud, senior accountant at Hagen, Streiff, Newton & Oshiro, Accountants, PC in Seattle. Julie has worked hard as the leader to reconstruct our Chapter's web-site, along with other members on the Committee. It will be awarded at our fraud seminar meeting in Seattle on February 24, 2010. Julie has also been a faithful attendee at our fraud training seminars and conferences while a student member, then as an Associate member, and now as a CFE member. President Joe Dervaes will notify the recipient of this award and will prepare the nomination package for this award in Fall 2009 based upon input from the recipient. The Chapter's 2008 Distinguished Achievement Award will be presented to

Jake Jacobson, Treasurer at the City of Tacoma at our fraud seminar meeting on February 25, 2009 (today).

(i) The joint Chapter/WSCPA Annual Fraud Conference is scheduled for Monday, December 7, 2009, at the Meydenbauer Center in Bellevue. The estimated registration fee for this conference is \$220 for members and \$295 for non-members. President Joe Dervaes and Vice-President Norm Gierlasinski will be the Co-Chairs and will attend the Conference at no cost. The Board of Officers voted unanimously to authorize Treasurer Roger Gulliver to pay for the registration fees of any other members of the Board of Officers who wish to attend the Conference (maximum of three). This is a benefit to these individuals for their service on the Chapter Board of Officers during the year. The Chapter receives \$10 from each registration for our overhead costs associated with the Conference, and then participates in a profit-sharing agreement with the WSCPA. The Chapter received over \$2,000 in revenue from the 2008 Annual Fraud Conference.

(j) The Board approved the 2009 Chapter Action Plan and 2009 Chapter Management Plan Self Evaluation. These documents are basically the same as for 2008, and establish the Chapter's goals and objectives for calendar year 2009 and evaluate the Chapter's actual operations during the prior year. President Joe Dervaes will send these documents to ACFE when required.

(k) The Board of Officers must identify and select speakers and topics for the remainder of its calendar year 2009 training schedule. This includes the August 26, 2009, meeting in downtown Seattle; the annual luncheon business meeting in Tukwila on June 24, 2009; and, two sessions at the annual fraud conference on December 7, 2009. Speakers and topics have already been determined for all other fraud seminars and conference sessions. After much discussion, all members of the Board agreed to begin making contacts with speakers for the remainder of the calendar year 2009 training calendar.

(l) Treasurer Roger Gulliver reported that the Chapter is financially healthy and able to support all of our planned activities for calendar year 2009. We have almost \$25,000 in the bank at the time of our meeting.

(m) President Joe Dervaes made a presentation to the Board on the status of the Chapter's change in WebMaster duties and revisions to the Chapter's web-site. Julie Bollerud and Chris Brown are working as a team on a Committee to reconstruct the web-site. This is currently a work in progress. All necessary files have either been created or updated so far. Much of this information has already been uploaded to the existing web-site. Work continues. Chapter members are encouraged to visit the web-site to experience the changes that have already been made. It looks great! Special thanks to the Web-site Committee for their work.

(n) President Joe Dervaes also made a presentation to the Board on the status of the efforts underway to improve communications between the eight Chapters in the Pacific Northwest of the U.S. (Oregon, Pacific Northwest, Spokane, Boise, and Montana) and Western Canada (Vancouver, Calgary, and Edmonton). The Boise Chapter

representative is currently working to establish a new web-site for joint use by these regional Chapters in an effort to improve communications between the Chapters, to improve support of each Chapter's annual fraud conferences and fraud seminars, and to share fraud speaker information. These efforts started when four of the Chapters met in SeaTac on December 11, 2008, to kick-off this important project.

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