

**This document contains the minutes of the
Board of Officers Meeting and the Annual Business Meeting
both held on June 24, 2009**

**Minutes of Semi-Annual CFE Chapter Board of Officers Meeting
Pacific Northwest Chapter/ACFE – June 24, 2009**

Call to Order. President Joe Dervaes called the semi-annual meeting for June 24, 2009, at 10:00 a.m. at the Tukwila McDonalds Restaurant to order. Present were Board of Officer members: Joe Dervaes; Roger Gulliver; and, Robert Goehring. Norm Gierlasinski was absent for personal reasons, and Bernadette McBride was absent for official work purposes. Those in attendance represented a quorum of officers, and those absent previously indicated their approval of the action items proposed for the meeting by e-mail message.

Approval of Prior Meeting Minutes. By unanimous vote, the Board of Officers approved the minutes for the semi-annual Board of Officers meeting held on February 25, 2009.

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

New Business.

(a) President Joe Dervaes made a report on the ACFE and Chapter student scholarship programs for 2009. The Chapter provided CFE reference letters to the ACFE for three students in the U.S. Scholarship Program (Joshua Pizlin, Seattle Pacific University; Patrick Chen, Central Washington University-Lynnwood Campus; and Jill Kershaw, St. Martins University). The Chapter also provided CFE reference letters to the ACFE for two students in the International Scholarship Program (Tsatsral (Tessa) Tserenpurev from Mongolia, Seattle University; and, Xi (Serena) Bai from China, Washington State University-Vancouver Campus). After the ACFE Foundation makes its scholarship award announcement, the Board will rank the remaining applicants and award not more than two Chapter student scholarships of \$500 each.

Actions: The Board of Officers unanimously voted to authorize Treasurer Roger Gulliver to disburse the award of not more than two student scholarships of \$500 each by check to the students in care of their university in 2009, and then to send them to President Joe Dervaes for subsequent distribution; and also unanimously voted to authorize President Joe Dervaes to send congratulatory letters to the winning students with the checks, and to notify all non-winning students of the results of the scholarship program competition and thank them for their participation.

(b) Treasurer Roger Gulliver reported that the Chapter is financially healthy and able to support all of our planned activities and student scholarship awards for the coming fiscal year. He also presented a summary of the status of all funds in various accounts at Wells Fargo Bank (Auburn

Branch), and the results of our efforts to obtain a debit card for use in making electronic payments for web-site hosting and other Chapter expenses.

Actions: The Board of Officers unanimously voted to authorize Treasurer Roger Gulliver and President Joe Dervaes to be the signatories on all accounts at Wells Fargo Bank; unanimously voted to authorize these two signatories to obtain a bank-sponsored debit card for our Chapter checking account; unanimously voted to authorize Treasurer Roger Gulliver to use his professional discretion regarding the amount of funds to be maintained in our accounts at Wells Fargo Bank (i.e.; checking, savings, and certificates of deposit); and also unanimously voted to authorize Treasurer Roger Gulliver to invest in bank-sponsored certificates of deposit with varying maturity dates. The Board of Officers also confirmed its investment policy by declaring that all Chapter funds must be maintained in accounts at financial institutions that are insured by the federal government (Federal Deposit Insurance Corporation). No funds will be placed in any type of money market account because these funds are not insured by the federal government.

(c) President Joe Dervaes made a report regarding the Puget Sound Chapter of the Institute of Internal Auditors' request that we jointly sponsor a Fraud Conference with them in February 2009. Discussion items included the following: (1) Our Chapter training calendar is quite full because we already provide a platform for 40 hours of Continuing Professional Education credits for the membership. And, (2) the Chapter's first priority for additional training is to coordinate attendance at and support of the Annual Fraud Conferences of the eight CFE Chapters in Western Canada and the Northwest Region of the U.S. And, (3) the Chapter does not desire to expand its anti-fraud training programs further at this time.

Action: The Board unanimously voted to decline the IIA Chapter's offer to jointly sponsor a Fraud Conference with them in February 2009; and also unanimously voted to authorize President Joe Dervaes to communicate this decision to representatives of the IIA Chapter.

(d) President Joe Dervaes made a report on the Chapter's web-site (www.fraud-examiners.org) and newsletter. Reconstruction of the web-site has been completed. The new format for the newsletter has been agreed upon and will be used for all future issues of our bi-monthly publication. The Web-site and Newsletter Committee (i.e.; Member Julie Bollerud; and Member Chris Brown) have worked hard on this project, and expects to distribute the newsletter via the web-site soon. Both the web-site and the newsletter are outstanding and represent our Chapter very well. No action required.

(e) President Joe Dervaes made a report on the status of our fraud training calendar. We have identified speakers and topics for the remainder of calendar year 2009 events and for the February 2010 seminar as well. No action required.

Adjournment. The semi-annual Board of Officers meeting was adjourned at 11:00 a.m. by President Joe Dervaes, and the Board then attended the annual business luncheon meeting and fraud seminar at Noon at the Bahama Breeze Restaurant at SouthCenter Mall in Tukwila.

Minutes of Annual Business Meeting
Pacific Northwest Chapter/ACFE – June 24, 2009

Call to Order. President Joe Dervaes called the annual business meeting for June 24, 2009, at 12:30 p.m. at the Bahama Breeze Restaurant at the SouthCenter Mall in Tukwila to order. Present were 40 Chapter Members and Associates as well as 8 additional students and guests. This was the largest attendance ever at any annual business meeting. Those in attendance at the meeting represented a quorum of the membership.

Approval of Prior Meeting Minutes. By unanimous vote, the Membership approved the minutes for the Annual Business Meeting on June 25, 2008, and for the semi-annual Board of Officers meetings held on February 25, 2009, and June 24, 2009.

Old Business. There was no outstanding business from any prior meeting.

New Business.

(a) The Board of Officers reports the following item of business requiring action by the Membership.

(1) The Board unanimously recommends approval of Member Julie Bollerud as the Chapter's Distinguished Achievement Award winner for 2009. Julie was an outstanding student member while attending Central Washington University (Lynnwood Campus), and graduated in June 2005 with a 3.9 cumulative grade point average with an Accounting major and a Law and Justice minor. She then became an associate member of the ACFE and the Chapter and was soon employed by Hagen, Streiff, Newton and Oshiro, Accountants PC, in Seattle where she works as an accountant. She studied hard for the CFE Examination and then became a Certified Fraud Examiner in 2008. Julie has always actively supported our Chapter fraud training mission by her faithful attendance. She recently spearheaded the establishment of the Chapter's Web-Site and Newsletter Committee which then updated and revitalized the web-site and gave our newsletter a completely new look. President Joe Dervaes will submit the nomination package to ACFE in Fall 2009.

Action: The Membership unanimously voted to approve Member Julie Bollerud as the Chapter's Distinguished Achievement Award winner for 2009.

(b) The Board of Officers reports the following items of business as information to the Membership with no action necessary on any item.

(1) The Board 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 (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.

(2) The Board sponsored five students in the Chapter and Association 2009 student scholarship programs. The Chapter provided CFE reference letters to the ACFE for three students in the U.S. scholarship program (Joshua Pizlin, Seattle Pacific University; Patrick Chen, Central Washington University-Lynnwood Campus; and, Jill Kershaw, St. Martins College); and two students in the International scholarship program (Tsatsral (Tessa) Tserenpurev from Mongolia, Seattle University; and Xi (Serena) Bai from China, Washington State University-Vancouver Campus). There are sufficient funds in the Chapter treasury for the scholarship program. The Board unanimously voted to authorize Treasurer Roger Gulliver to pay for the award of up to two student scholarships of \$500 each by check to the students in care of their university in 2009, send them to President Joe Dervaes for subsequent distribution; and also unanimously authorized President Joe Dervaes to send congratulatory letters to the winning students with the checks, and to notify all non-winning students of the results of the scholarship program competition and thank them for their participation.

(3) The Board 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.

(4) The Board unanimously voted to authorize President Joe Dervaes to register the Chapter as a supporter of National Fraud Awareness Week (www.FraudWeek.com), the same as last year. The ACFE will announce the kick-off for this event sometime during Fall 2009.

(5) The annual joint Chapter/ACFE fraud training class will be held on October 26-27, 2009, at the SeaTac DoubleTree Inn Hotel. The topic of the class will be "Financial Statement Fraud". The instructor for this class has not yet been identified by ACFE. 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. The Board of Officers unanimously voted to authorize Treasurer Roger Gulliver to pay for the registration fee not more than one member of the Board of Officers in the event all members wish to attend this class. As in past years, this training is a benefit to these individuals based upon their service on the Chapter Board of Officers during the year.

The Association will provide breakfast pastries and mid-morning and mid-afternoon refreshments for this training class. The estimated registration fee for the 2009 class is \$695 for members and \$845 for non-members, with a discount for early registration. The estimated parking fee is \$10, and carpooling is recommended. 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 unanimously voted to authorize Treasurer Roger Gulliver to pay for luncheon expenses for all Chapter Members who attend this training class on the day when ACFE does not provide this service (the lunch on day two of the class), as we have done in past years.

(6) The Annual Chapter Luncheon Business Meeting will be held June 24, 2009, at the Bahama Breeze Restaurant. The Board 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 at this

meeting, 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 Chapter Luncheon Business Meeting.

(7) The joint Chapter/WSCPA Annual Fraud Conference is scheduled for Monday, December 7, 2009 at the Maydenbauer Center in downtown Bellevue. Parking is available at the Center's parking garage (cost unknown at this time). The estimated registration fee for the 2009 conference is \$220 for Members (ACFE and WSCPA) and \$295 for non-members. Early Conference registration is recommended. Attendees must register for the Conference on the WSCPA's web-site (www.wscpa.org). President Joe Dervaes and Vice-President Norm Gierlasinski will be the Co-Chairs and will attend the Conference at no cost. The Board 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). As in past years, this training is a benefit to these individuals based upon their service on the Chapter Board of Officers during the year.

(8) The Board approved the 2009 Chapter Action Plan and 2009 Chapter Management Plan Self Evaluation. These documents 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 submitted these documents to ACFE, as required.

(9) The Board has identified speakers and topics for the remainder of the Chapter's calendar year 2009 training schedule and for the February 2010 fraud seminar as well. Please thank the Board of Officers for their hard work in finding speakers and fraud topics to support the Chapter's fraud training mission.

(10) Chapter Treasurer Roger Gulliver reports that the Chapter is financially healthy and able to support all of our planned activities and student scholarship awards for the coming fiscal year.

(11) Reconstruction of the Chapter's web-site (www.fraud-examiners.org) and reformatting of the Chapter's bi-monthly newsletter have been completed. President Joe Dervaes and Members Chris Brown and Julie Bollerud have been working on these two projects for the past year. The Committee also expects to begin distribution of the Chapter's bi-monthly newsletter via the web-site soon. So, this is a reminder to visit the web-site, delete any old e-mail address, and add your new e-mail address. While there, please view all of the web-site updates and changes. And, please thank these Chapter members for their dedicated service on these important projects. Great advancements have been made.

(c) Other.

(1) A drawing was held to select the winners of the five door prizes authorized by the Board at this meeting. Each prize is a \$25 gift certificate to a local book store. The winners of the five door prizes were as follows: Debbie Getz; Ralph Marchesano, Carol Morgan, Amy Brock, and Rick Osborn.

Adjournment. The annual business meeting was adjourned at 1:00 p.m. by President Joe Dervaes, and the Membership then attended the fraud training seminar on “Identity Theft” presented by Member Dr. Robert Holtfreter, Distinguished Professor of Accounting and Research at Central Washington University (Ellensburg Main Campus) at the Bahama Breeze Restaurant in Tukwila.