



# Accounting & Financial Women's Alliance

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## Ames Chapter

Accounting and Financial Women's Alliance  
Ames Chapter #158  
Membership Meeting  
November 18, 2015  
Amended Minutes

### Call to Order:

The November Membership Meeting of the Ames Chapter #158 was called to order by President Lisa Palmersheim at 7:41 p.m. on Wednesday, November 18, 2015 at The Iowa Stater Restaurant in Ames, Iowa. Those in attendance were members: Ann Kurtenbach, Margaret Munson, Jing Li, Jan Duffy, Elizabeth Bruns, Karen Jacobson, Julie Luther, Phyllis Friedman, Kayla Sander, Lisa Palmersheim, Theresa Samson, and Linda Borst.

A quorum was present.

### Minutes:

Margaret Munson provided clarity on differences between the June and August minutes printed in the September bulletin as compared to the November bulletin. She provided a copy of the amended June and August minutes as posted on the website and as published in the September bulletin.

Karen Jacobson suggested an amendment to the August minutes addressed above under New Business – Item A. The amendment called for the text “*Motion carried*” to be added to Item A. This would now read, “*Delegates are needed for the Annual Conference in Pittsburgh in October. Jan Duffy moved and Cindy Sippel seconded that Karen Jacobson carry both votes and go informed. Motion carried.*”

Jan Duffy moved that the minutes of the August meeting be approved as posted on the website and as published in the September bulletin with Karen Jacobson's amendment. The motion was seconded by Theresa Samson. Motion carried.

Karen Jacobson moved that the minutes of the June meeting be approved as posted on the website and as published in the September bulletin. The motion was seconded by Elizabeth Bruns. Motion carried.

### Treasurer's Report:

Ann Kurtenbach presented the Treasurer's Report. The corrected July report, along with the August, September, and October reports, were handed out. The balance in the General Account as of 10/31/2015 is \$7,490.52. The balance in the Scholarship Account as of 10/30/2015 is \$1,683.95 with an unrestricted balance of \$683.95. The report will be placed on file for review.

### Committee Reports:

#### A. Membership:

1. Karen Jacobsen reported that we currently have 27 active members. This number has dropped from 30 active members in August. This takes into consideration we have three members who have lapsed memberships. Two of those members have confirmed they will not renew. The third member is still considering. This total also excludes the member from Texas who is still showing on our roster.
2. We have one new member, Jing Li! Jing was recruited by Jan Duffy. She is currently working at Renewable Energy Group in the tax department.
3. Karen Jacobson will order new name tags for Jing Li, Phyllis Friedman, and Jan Duffy. **Please contact Karen Jacobson ASAP if you would like a new nametag.**

#### B. Program:

Elizabeth Bruns reported the following plans for programs:

- December – Holiday Party – This will tentatively be held at Marilyn Moehlmann's or Jan Duffy's homes. An invitation will be sent out with all details.
- January – No meeting

- February – Cindy Adams will present on current issues in the profession
- Upcoming topics – RSM will present on state and local taxes

C. Bulletin:

Jodi Baker has established a list of due dates for all bulletin materials. Margaret Munson will post these on the website. Jodi will continue to send out email reminders to those who make regular submissions to the bulletin.

AFWA Bulletin Publishing Time lines		
	Need Information by	Published Date
Dec-15	12/3/2015	12/4/2015
16-Jan	1/7/2016	1/8/2016
16-Feb	2/4/2016	2/5/2016
16-Mar	3/3/2016	3/4/2016
16-Apr	4/7/2016	4/8/2016
16-May	5/5/2016	5/6/2016
16-Jun	6/2/2016	6/3/2016

D. Scholarship:

Margaret Munson reported that the National application is out. The scholarship committee will make updates to the Ames chapter application and make it available on the chapter website by Jan 11<sup>th</sup>. The committee will also send the application to ISU faculty to announce to students. The committee plans to assign a Feb. 1<sup>st</sup> due date.

E. 25<sup>th</sup> Anniversary of Ames Chapter:

1. The 25<sup>th</sup> anniversary celebration was a great success!
2. A total of \$1,200 was budgeted for the 25<sup>th</sup> anniversary event. Net expenses came in under budget at \$682.05.
3. A folder regarding the event will be made for the President's box.
4. A total of 41 chapter members, spouses, and friends attended the event. The Des Moines chapter was very supportive as they sent many representatives to the event.
5. The Ames AFWA Chapter was thrilled to honor Karen Jacobson with the first Founders Award at the event!

F. Treasurer's Workshop:

1. Jan Duffy, Ann Kurtenbach, Margaret Munson and Cheryl Carlile continue to plan the treasurer's workshop. The workshop will run 4 hours and cover the topics of 990's and the importance of oversight and controls.
2. Mary Mosiman suggested Andy Harris for a presenter. Ann Kurtenbach will contact Andy. Elizabeth Bruns suggested her manager as a presenter for the 990 topic. Elizabeth will approach her manager and contact Jan Duffy with any interest.
3. The workshop will tentatively be held in May.
4. The workshop will be held in the Gerdin Business Building on the Iowa State University campus. The College of Business is allowing AFWA to use this space free of charge.

Old Business:

- A. Theresa Samson presented the proposed additions and revisions to the Standing Rules.

Addition - Insert under Awards & Recognition as the first item:

*The outgoing Immediate Past Chapter President or her designee, shall be responsible for the Installation of Officers. Installation of Officers will take place at the June meeting.*

Lisa Palmersheim proposed an amendment to the addition to change "her designee" to "a designee".

Revision – *The **outgoing** Immediate Past Chapter President shall be responsible for purchasing the **outgoing** President's gift and shall present the outgoing President's Gift at the time of installation of officers.*

Karen Jacobson proposed a revision to un-capitalize the g in Gift.

Theresa Samson moved to accept the proposed additions and revisions to the standing rules as amended. The motion was seconded by Julie Luther. Motion carried.

- B. Margaret Munson proposed adding something to the standing rules regarding the Founders Award. Lisa Palmersheim and Margaret Munson agreed to work on this proposal for the next business meeting. They encourage all members to read the standing rules and notify the chapter of any suggested changes.

New Business:

- A. Karen Jacobson presented three bylaw changes appearing on the Bylaw Ballot 2015. Karen Jacobson added additional information from the Bylaws Forum at the national conference. See this document for details. Chapter votes will be submitted by Lisa Palmersheim to Erika Harney by December 1, 2015.
1. Proposed change: Update the current mission for brevity – Jan Duffy moved to vote yes on the proposed amendment. The motion was seconded by Karen Jacobson. Motion carried.
  2. Proposed change: Remove dues restrictions – Jan Duffy moved to vote no on the proposed amendment. The motion was seconded by Margaret Munson. Motion carried.
  3. Proposed change: Article III. Membership – Clarity is needed regarding the emeritus membership – Margaret Munson moved to vote yes on the proposed amendment. The motion was seconded by Karen Jacobson. Motion carried.
  4. The previously noted proposed change regarding retired members resulted in a great deal of discussion at the national level and will not be sent to chapters for a vote at this time.
- B. Sara Kolbe, Secretary, did not renew her membership. Lisa Palmersheim moved that Kayla Sander fill the position of Secretary for the remainder of the 2015-2016 year. The motion was seconded by Karen Jacobson. Motion carried.
- C. Barbara Bennett, Scholarship Committee Chair, did not renew her membership. Karen Jacobson proposed that Margaret Munson step into the Scholarship Committee Chair position. Margaret agreed. Lisa Palmersheim moved that Theresa Samson serve as the additional scholarship committee member. The motion was seconded by Jan Duffy. Motion carried.

Announcements:

- A. Jan Duffy reminded all members about the upcoming annual Contemporary Issues in Accounting Conference. The date of the conference is Friday December 18<sup>th</sup> from 8:00 a.m. to 3:40 p.m. This conference offers 8 hours of CPE. The conference is now filled to capacity, but you are encouraged to check out the conference next year! You can find a schedule and other information on the 2015 conference at <http://www.business.iastate.edu/events/contemporary-issues-accounting>.  
Adjournment: Meeting adjourned at 8:38 p.m.

Respectfully submitted,

Kayla Sander, Secretary