

MINUTES
CPA Leadership Division: Executive Meeting
October 15, 2017
3:00pm – 4:00pm EST

Attendees: Joe Putos, Sunny Ma, Emma Platter, Meghan Peters, Megan Hudson, Jean Robinson

Regrets: Katie Galotta

1. Review of Agenda

- 1.1. Edit from Sunny: This is the 4th Leadership Division teleconference this year, not the 5th. We need 6 teleconferences each year, and I plan to hold the next two teleconferences in November and December
- 1.2. Motion moved by Sunny Ma to approve the agenda for this meeting, seconded by Megan Hudson. Motion carried.

2. Approval of Minutes from May 2017

- 2.1. Motion moved by Sunny Ma to approve the minutes from the May 2017 meeting, seconded by Joe Putos. Motion carried.

3. Treasurers Report

- 3.1. Current balance is: \$7,388.93 (less than the \$12,300 that CPA wanted from LSD); this balance doesn't include the membership fees for 2017-2018 yet
- 3.2. Worrisome about how we will reimburse (exec) members' travel cost for Leadership Forum due to this current potential deficit (approx. 10 people registered for reimbursement)
- 3.3. Please note the new Travel Expense Reimbursement Form

4. Newsletter Editor

- 4.1. Looking for more submissions by the end of the month: Jim's toolkit, Joe's *From the Practice Field*, possibly future of Division
- 4.2. Have some submissions from student rep

5. CPA

5.1. Proposed New Funding Budget

- 5.1.1. Currently, we anticipate about \$14,000 deficit in 2018 with the new proposed Funding Budget; most of our revenue come from membership
- 5.1.2. In the past 4 years, CPA has been operating with about a \$1 million deficit each year; the Board passed a balance budget for the first two years, but in the first year somehow ended up with a \$500,000 deficit.
- 5.1.3. CPA will be passing the new 2018 budget plan on November 1, 2018
- 5.1.4. Comments regarding the deficit announcement:
 - CPA has not been very good at communicating their agendas, including finances, which is frustrating
 - Shocked that CPA is running a deficit, and is unfair that the deficit is put on the Divisions

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- There was lack of transparency
- There has been questions and concerns in the past AGMs regarding the budget plans, but not much explanations were offered; member had questions and frustrations on how the plan/association was run, but did not receive clarifying responses
- Unsure if this incident is a one-time event, or there has been similar problems and recurrences in the past.
- Suggestion: to write an email to express any concerns to the CPA Board members, so they hear our concerns

5.1.5. Executive members are given the choice if they would like to continue to stay on-board the LSD executive committee, given what has been announced

5.1.6. We should also inform our members of the financial deficit update

- **ACTION PLAN:** Joe to put together a notice that will go out to our Division members regarding the CPA budget deficit

5.2. CPA Strategic Plan

5.2.1. Put on hold, until further notice pending upcoming development

5.3. LSD Strategic Plan

5.3.1. Put on hold, until further notice pending upcoming development

5.4. Travel Expense Form

5.4.1. There is a new Travel Expense Form attached to the agenda; please read over it, and complete the form correctly prior to submission

6. Call for Nominations

6.1. (not discussed due to time)

7. Annual General Meeting

7.1. (not discussed due to time)

8. Meeting Adjourned

8.1.1. Next meeting will be planned for late November 2017

8.1.2. Meeting adjourned at 4pm EST.