**INSTITUTE OF MANAGEMENT ACCOUNTANTS**

***Ohio Regional Council***

**Quarterly Meeting Minutes, Thursday, January 23, 2020**

**Teleconference Board Meeting**

**Attendance:**

Peter Dorff Akron

Norm Meonske Akron

Joe Richards Akron

Wendy Tietz Akron

Candace Levine Cincinnati North

Michele Matherly Cincinnati North

Paul Bissmeyer Cincinnati North

Sandy Brenner Cleveland East

Dennis Rarick Cleveland East

Carlos Chavez Cleveland

Ilona Daw-Kingman Cleveland

Honey Wess Cleveland

Felix Bannerman Columbus

Paul Myers Dayton

Jessica Pelini Dayton

Tanya Shell Dayton

Wore Giotta IMA Global

Amy Renner IMA Global

Pat Stefanczyk IMA Global

Keith Schwartz Pittsburgh Chapter

**Introductory Remarks: Chair, Michele Matherly**

The meeting was called to order at 4:34.

I want to thank everyone for attending the January ORC Board Meeting. Let me welcome invited guests Amy Renner from the Community Relations Team at IMA Global and Keith Schwarz, President of Pittsburgh Chapter.

I want to begin the meeting with a few meeting guidelines.

Recognizing that we are on a teleconference, I ask that everyone please mute your phone unless you are speaking. Background noise disrupts our conversation.

As you know,

The Ohio Regional Council welcomes all IMA members in the Ohio Region to its board meetings. We use these meetings to conduct Council business and learn about Chapter activities. Only ORC Board members, Chapter Presidents (or their designees), and invited guests will be called on to provide reports and discuss or vote on motions raised during the meetings. All other IMA members can participate by sharing their comments with their chapter representative(s).

In addition, while I encourage open dialogue and discussion, if I find we are getting off topic, I will request we take something offline.

Please announce yourself when speaking so our listeners know who is speaking.

As always, we have a lot to accomplish in our time together. I encourage everyone to be concise in your updates. I also want to ask chapter presidents, or their representatives, to share upcoming events and updates to include in the Council newsletter.  
  
**Secretary: Peter Dorff**

Attendance was taken and a quorum was determined to be present.

Peter called for any additions or corrections to the October 24, 2019 meeting minutes.

A minor typo was noted and corrected. He asked for a motion to approve the minutes.

***Paul Myers moved that the October 24, 2019 quarterly meeting minutes be approved with corrections. Candy Levine seconded. The motion was unanimously approved.***

**Treasurer: Paul Myers**

Carlos posted the Financial Statements on the website for the current fiscal year to date, January 23, 2020 (the fiscal year ends 06/30/2020).

Paul noted on the Income Statement the proceeds for the 2019 Meonske Conference have not yet been received. Norm said he will have $44,000.00 sent in immediately.

New expenses, since the October 24, 2019 meeting are as follows:

* All of the expenses for the Student Leadership Conference $12,400.00, are reflected on the Income Statement.
* Deposit of $500.00 for the Leadership Training Conference in May 2020.
* The first half of the scholarship payment, $2,500.00, awarded in 2019.
* Chapter grant payments of $1,972.88 reflect Cleveland. Paul has Akron, and Dayton submissions and he has reached out to Chapters he has not heard from. He will also work on getting the applications out for 2019/2020.
* Attorney General fees of $916.83, for this year’s filing. We completed the 990 and the charitable registration.

Paul asked Sandy for a clarification on the address of Project Hope in Cleveland for Ernie Brass’s memorial contribution. Sandy will send Paul Ernie’s sister’s email address, and Paul will reach out to get the correct address for Project Hope.

On the Balance Sheet, the bank account is at $216,813.00. The expenses that remain to be deducted are a reimbursement to Tanya, the Ernie Brass memorial contribution, and Paul is working with Joe on the second half of the scholarship payments. Once Paul receives the proceeds from the Meonske Conference, he will make the donation to the Meonske Endowment.

***Tanya Shell moved the Financial Statements be approved as submitted by Paul Myers. Wendy Tietz seconded. The motion was unanimously approved.***

**Representative on Council & Global Components Roundtable: Sandy Brenner**

The Global Components Roundtable that Sandy serves on, has met routinely for the last couple of months and they are working on revamping the point system for Chapter activities. It is an area that needs to be reworked to make the activities and points awarded to the Chapters relevant. For example, requiring a member roster can no longer be done and a lot of Chapters are doing networking events but as of now, they do not receive credit for them. The recommendations will go to the Member Relations Committee and they will institute the changes to the point system for Chapter activities program for next year. She will be meeting with her committee at the IMA Board meeting in Austin TX in February.

Michele asked if the SCMS has met since our October Board meeting. Sandy said they met in October. Stuart Cameron McLeod Society (SCMS) is doing well and membership continues to grow. All members of the Ohio Council are eligible to join SCMS. They will be meeting again in Austin in February.

**Global Director: Tanya Shell**

IMA talking points released at the end of December

* + As of November 30, membership of over 144,000, up 22% year over year
  + Total of 40,291 active CMAs
  + Over 15,000 new CMAs, up 21% year over year
  + Over 83,000 CMAs in the pipeline
  + 346 active student chapters
  + IMA recently released an annual review highlighting record global growth, *100* *Years and Counting* on website summarizes some of the events and milestones the IMA has reached. Jeff Thomson was named to *Accounting Today’s* top 100 Most Influential People in Accounting.
  + The CMA exam has been updated
  + IMA has a new ad campaign on social media and TV
  + Television spots are available on YouTube
  + The IMA Annual Conference will be held June 21 – 24 in Atlanta, registration starts in February.
  + Student Leadership Conference in November 2020 will be held in Pittsburgh
  + Lots of free CPE. We can now access three continuing education products free of charge. There is an IMA Excel 365 available, ethic courses, and webinars on demand.

**VP/Administration & Strategic Planning: Judy Augsburger**

***Chair: Judy Augsburger was not on the call. Michele led the discussion.***

***Auditor: Pat Smith***

No report.

***Past Chair: Candy Levine***

Candy spoke to the nominations for next year’s Board. She is not ready to present all the nominations today, but quite a few of the positions are filled and she has sent a request out to all of Ohio and has received three responses of interest to serve on the Board. The Board nominations are to be submitted in March.

Michele encouraged members to reach out to Candy, if they haven’t already, to let her know of their interest.

***Director – Meetings & Chapter Services: Open***

We currently have an opening on the Board for the Director – Meetings & Chapter Services

***Director of Annual Conference: Honey Wess***

Request is in for a hospitality suite. We will be partnering again with Michigan

***Director of Membership: Open***

Michele suggested the reporting line be moved to the VP of Membership, Marketing & Public Relations. Michele asked that we discuss this position under Old Business.

**VP/Professional Development & Education: Wendy Tietz**

***Chair: Wendy Tietz***

***Meonske Conference: Chair Norm Meonske***

The Conference is scheduled for the last Thursday & Friday of April, the 23rd & 24th. It will be a two-day session. Thursday topics relate to management accounting, life/work balance, and multi-tasking - myth or reality. Also, a panel on value-added revenue recognition and a presentation on the new IMA Competency Framework.

Friday includes a Financial Accounting Reporting panel. Hoping to get Market Watch reporter Francine McKenna and Former Chief Accountant for the SEC. Will finalize within the month.

Wore Giotta asked what type of support the Council is looking for from the IMA staff. Do you need help with the brochure? Do you need marketing materials, communications to members?

Norm suggested, at the Conference, we have information out about joining the IMA. The brochure is established, but if IMA wants to help with the brochure, that would be fine.

Pat Stefanczyk interjected. Communication is really the key. IMA felt they were in the dark regarding the Conference this year. They had a deadline of the first week of December to get them the brochure. They assumed the Ohio Council did not want any assistance this year. Communication is really important.

Norm is planning to have the brochure ready to go in about a week. If he needs help, he will ask. He gets his speakers based on his connections and therefore it is difficult to delegate. He would like the conference promoted more strongly on the website.

***Director of ICMA: Rob Thompson***

No report

***Director Leadership Training: Judy Augsburger***

Judy was not on the call, Michele reported.

Judy has been working on the Leadership Training Workshop (LTW). Thanks to Honey they have a great location for the LTW. They are working on a save the date flyer.

Nicholas Green, who has been so helpful in the past, is no longer participating on the committee or the Board.

Honey said the hotel is the same as last year, the Embassy Suites. The cost is $137.00 to $147.00, depending on the room. The rates are good until April 17.

***Director of Academic Relations & Scholarships: Sue Mullen***

Sue Mullen was not on the call. Wendy gave her report. Wendy reported Paul is finalizing the reimbursement for the Student Leadership Conference. Twenty-six students attended.

Michele suggested the email list be stored in the Council library to be available for future use.

***Director of Scholarships: Joe Kirchner***

Joe was not on the call. Wendy reported he needs volunteers to review scholarship applications. Candy, Honey, Dennis Rarick and Paul Bissmeyer volunteered.

***Director of Education:***

This position is a new position and is currently open.

**VP/Membership, Marketing & Public Relations:**

This position remains open. Michele is looking for someone to fill this position on the Board. This position is very important because it is in the rotation for president of the ORC. She asked for recommendations or volunteers for this position.

Candy said she has someone for the position for the upcoming

2020/2021 year.

***Director- Information Technology: Carlos Chavez***

Carlos will be posting information on the LTW hotel on the website.

The Meonske Conference is listed under Events on the website with a note that details will follow.

Honey asked that the save the date for the Conference be put on the front page of the Council website as well as the Cleveland website.

***Director – Awards: Mandy Jacomet***

No report.

***Editor – Council Newsletter: Jessica Pelini***

The Newsletter is completed. She does not have access to the new CMAs for the individual Chapters. Amy Renner from IMA was on the call and asked Jessica to contact her and she will provide a report of all new CMAs in Ohio. Jessica will make a few additions to the Newsletter and send it off to Carlos for posting on the website.

***Director – Social Media: Amanda Bullock***

No report.

***Director of Membership – Dennis Rarick***

Dennis asked if there is anything he can do to assist with membership or CMAs. He asked if there are benchmarks we are working to achieve. He would like to be able to work to bolster that. Amy Renner can provide information on membership and CMAs for each of the Chapters.

**Old Business**

Michele reported at the October Ohio Regional Council Board meeting, we discussed the possibility of the Pittsburgh Chapter joining the Ohio Regional Council. Several members of our Board, including Michele, Candy, Carlos and Paul, participated in conversations with leaders from the Pittsburgh Chapter that were hosted by Amy Renner from the Community Relations Team at IMA Global. Michele included a summary of these conversations with the email announcement for this meeting and asked that this document be included with the minutes from today’s meeting (see Addendum). Michele’s summary is attached to these minutes. Recently, the Pittsburgh Chapter voted to ask to join the ORC. At this time, Michele is bringing this request forward to the Council for conversation and a vote.

The Western Pennsylvania Regional Council is no longer in existence. The Pittsburgh chapter has been operating on its own and would like to be affiliated with a regional council. They are interested in learning from others, instituting best practices, developing leadership skills, and participating in the ORC Board.

Keith Schwartz, President of the Pittsburgh Chapter was on the call to answer questions.

* Paul Myers noted the current Pittsburgh Chapter covers a large geographical area, similar to some of the Ohio chapters. The ORC can likely offer ideas to the Pittsburgh chapter.
* Paul Bissmeyer asked about the fiscal condition of the Pittsburgh chapter. Keith responded that they are currently in good shape with a balance in their checking account. They have been able to give out scholarships for the past number of years. They are holding their own as far as finances go.
* Paul Myers noted that Cleveland/Akron areas are closer to Pittsburgh than they are to Cincinnati/Dayton.
* Norm asked about the membership in the Pittsburgh chapter. There are close to 400 members in the Pittsburgh chapter.
* Carlos asked when the vote would become effective. Wore said about two weeks to a month after the vote.

***Paul Myers moved to accept the Pittsburgh chapter into the Ohio Regional Council. Candy Levine seconded. The motion was unanimously approved.***

All welcomed Keith Schwarz and the Pittsburgh Chapter to the Ohio Regional Council.

**New Business**

Michele commented that she often thinks of IMA as her extended family. She recently learned that several ORC Board members have experienced deaths in their families since our last meeting. In case you were unaware, in December, Sandy Brenner and Michele both lost their mothers within a few days of each other. Paul Myers also had a recent death in his family. While there may be others, these are the ones Michele knows about.

***Nominations for 2020 – 2021 Board Positions***

Michele included the call for nominations as new business. However, Candy already covered the status of the slate for next year’s ORC Board during her updates. If you know of anyone interested in serving on the Board next year, please contact Candy.

***Director of Education Board Position***

Michele was also pleased to announce that Joe Richards, President of the Akron/Canton chapter, has volunteered to fill the current vacancy as Director of Education. The bylaws state:

“The Board of Directors shall have power to fill vacancies of the Officers and Elected Director positions. The selected Officers and Elected Directors shall serve until the next annual election only, at which time the vacancy shall be filled in the manner herein prescribed for other vacancies occurring in the regular course.”

Michele nominated Joe Richards as the Director of Education and asked that the Board vote.

***Peter Dorff moved to accept the nomination of Joe Richards as the Director of Education for the remainder of this fiscal year. Candy seconded. The motion was unanimously approved.***

***Descriptions of Board Positions***

The bylaws provide job descriptions for the Council President, Secretary and Treasurer. Since Michele has served on the ORC Board, she has found it challenging at times to know what her responsibilities are. Michele requested that all ORC Board members write job descriptions for their current positions. Then, Michele will share these with the individuals who held the position last year to review and add any further details. The hope is that we can use the job descriptions to recruit new Board members and to understand the responsibilities of the positions on the Board. Michele’s goal is to have something that we can discuss at the May meeting and then post in ORC library. To meet the timeline, Michele requested that you forward her a draft of your description by March 1, 2020.

Paul Myers commented that there is a Regional Council Operation manual on the chapter portal under Manuals. There are some of the high-level position descriptions, but a lot of the positions on the Board are not covered. Michele will work with Paul to review this info and then circulate it to the Board.

Before moving on to Chapter Comments, Paul asked to make a motion. Because there is a precedent to make a charitable donation of $100 when a Board officer’s parent passes away, Paul made the following motion.

***Paul moved to make a $100.00 donation to the charity of both Michele’s and Sandy’s choice in honor of the loss of their parent. Jessica Pellini seconded. The motion was unanimously approved.***

Michele and Sandy will send Paul instructions on where to send the contribution.

**Council Appointed Chapter Representatives and Comments**

***Akron – Joe Richards***

Wendy and Russ Tietz presented a Tax Update webinar just for the Akron chapter. There were about 25 or 26 attendees. They are also looking at a social event of axe throwing.

***Cincinnati North – Paul Bissmeyer***

They have had their monthly meetings and they are still finding attendance to be a challenge. They are trying to balance the opportunity to network with the opportunity for CPE. They are planning a greater emphasis on the value of networking. They are encouraged that chapter competitions might include a greater emphasis on networking. IMA created chapter email addresses on ZOHO webmail. You can create a list on there of non-members that have opted in. We have gotten names from the CPE sign-in sheet where participants have opted-in for specific communications about what they want to hear about.

***Cleveland – Honey Wess***

2020 is off to a good start. Cleveland and Cleveland East have committed to have as many joint functions as possible. They hosted the annual Economic Forecast at a joint meeting in January. In February, they have planned a community service food bank event. The February joint meeting will be on credit card fraud and expense report reimbursement. March meeting speaker will be chapter member Ilona Daw-Kingman, speaking on Leadership. The meeting will be held at the Cleveland State Student Center.

***Cleveland East – Sandy Brenner***

Things are off to a good start. As Honey mentioned, they are partnering with the Cleveland chapter for many events this year and will be working at the Cleveland Food Bank next month.

***Columbus – Felix Bannerman***

They helped Ohio University set up a student chapter late last year. Felix will reach out to Nicholas Green for help coordinating events.

***Dayton – Paul Myers***

They had a great meeting last Tuesday. They plan a Student night at the February meeting. In March they will host one of the IMA Ethics courses.

***Lima – Judy Augsburger***

No report.

***Toledo – Paul Hoelzle***

No report.

**Comments from Past Chairs:**

**Candy Levine** – Great meeting Michele. Very excited about the job descriptions and welcome to the Pittsburgh chapter.

**Sandy Brenner –** Good meeting. Excited about the Pittsburgh chapter coming on board.

**Paul Myers** – Thank you Michele for your leadership today. The things that are going on at the Chapters and the Council are exciting and welcome to the Pittsburgh chapter. There is a lot to look forward to this year.

**Tanya Shell** – Thanks to Michele for another good meeting. Also, thanks to Candy for working on the lineup for nominations. Welcome to the Pittsburgh chapter.

**Michele** – Thanked everyone for their support.

**Adjournment:**

***Paul moved to adjourn the meeting. Tanya seconded. The motion was unanimously approved.***

Meeting adjourned at 6:11PM sharp.

**Next Meeting will be on Friday May 8 from 4:30 – 6:00 (ET) in Columbus, Ohio.**

**Conference Call in Number:**

**(712)770-5505**

**Conference Code:**

**190-594**

**Respectfully Submitted,**

**Peter Dorff**

**Secretary, Ohio Regional Council of the IMA**

**ADDENDUM**

**Michele Matherly’s notes on meetings with the Pittsburgh chapter prior to the January Ohio Regional Council Board meeting.**

**Update on Pittsburgh Chapter**

**01/17/2020**

11/11/2019

Amy Renner and Narnesha Pawliczek from the Community Relations team at IMA Global hosted a conference call between ORC Chair Michele Matherly and ORC Past Chair Candy Levine and the President of the Pittsburgh Chapter Keith Schwarz. This call served as an introduction and initial discussion about the possibility of the Pittsburgh Chapter joining the Ohio Regional Council. The Keystone Mountain Council no longer exists and the Pittsburgh Chapter has been operating in isolation. They would like help improving member participation and volunteering for leadership roles. This was a productive call and we agreed to a second call to allow other leaders from the respective groups to participate.

12/3/2019

Amy Renner and Narnesha Pawliczek from the Community Relations team at IMA Global hosted a conference call between ORC Board members Paul Myers, Carlos Chavez, and Michele Matherly and IMA Pittsburgh Chapter leaders Keith Schwarz and Carolyn Wolfe. This call continued the initial conversation and allowed for deeper discussion of how the ORC supports its chapters. We described the chapter grants, student scholarships to the Student Leadership Conference, the annual Leadership Training Workshop, and ORC Board meetings where chapter representatives share best practices and get advice from other chapter leaders. We learned that the Pittsburgh Chapter is active and financially solvent. One of the challenges it faces is that it covers a much larger geographical area than the Ohio chapters. They try to host meetings at different locations throughout their region to encourage participation. Nevertheless, most of the active members live in the greater Pittsburgh area. The call was very positive and we agreed to move forward. The Pittsburgh Chapter leaders will share what they have learned with the chapter.

01/16/2020

Pittsburgh Chapter voted to request transfer to the Ohio Regional Council. President Keith Schwartz emailed to ask the ORC to consider the request at its next meeting. Item added to January 23, 2020 ORC Board Meeting agenda.