

Seattle Society of Financial Analysts Board Meeting Minutes

Date: October 23th, 2003 2:30 pm

Location: Sound Capital Partners' Office
719 Second Avenue, Suite 1200
Seattle, WA 98104
206-264-1000

Trustees Present: Elaine Heller, Michelle Rubesch, Aimée Huff, Dan Rutter, James Simone, Roy Hamrick

Trustees Absent: Linda Mauzy

Others Present: Geoff Longmeier

1. The Board approved the minutes from the 9/11/03 meeting without changes.
2. President's Report –
 - * Elaine brought up the topic of volunteers and where we can better use them. As part of the discussion, the Board decided to allow non-member volunteers to attend SSFA events at the member rate, as a thank-you for their time.
 - * Elaine mentioned that her contact with the Estate Planners' society has an administrator that charges a flat \$35/hour and plans to look into it further as a potential replacement for Shirley Bishop's office and will report back.
 - * Elaine reported that the e-mail to members about the proposed Media Guide had received a very low response rate. The Board decided to send a separate e-mail to members about the Media Guide to see if it generated a better response.
3. Programs Report –
 - * Michelle reported that the meeting to discuss the AIMR proposed changes to the Code & Standards will be held on 10/28 at the WHV offices, with Patty Edwards facilitating.
 - * Several other programs are pending, with a focus on the company events, Networking event, Career Forum, and CFA Kick-Off
 - * Michelle has been working on recruiting member in specific fields (e.g., fixed income) and other geographies (Eastside and South End) to develop more diverse programming.
 - * Michelle reported that AIMR's APP (Approved Provider Program) is ready to go, where Alope or Dan need to send AIMR the list of attendees and they will automatically get Professional Development credit. The Board decided that
 - * Elaine will develop a form letter to bill no-shows, which should get sent out automatically.
 - * The Board discussed trying to expedite event registration by separating name tags of prepaid attendees.

4. Membership Report –

- * Aimée presented the new Membership list and the Board approved it.
- * The Board discussed putting together a New Member kit.
- * Aimée is working on contacting local finance clubs for the University Outreach program. She has been in touch with UW and had no response from SPU or UW; still need to contact UPS and PLU.
- * Aimée is working on getting the SSFA brochure revised and will get 300 copies printed. Dan suggested doing the printing at Costco and Aimée will look into it.

5. Treasurer Report –

- * Dan presented the SSFA budget to the Board.
- * The Board decided that instead of a “suggested donation,” we would charge people posting positions in the Job Newsletter.
- * Conferences are budgeted at three per year at \$500/each, with AIMR picking up the rest.

6. CFA Report –

- * Aimée reported that we’re still looking for a facilitator for Level II. The concern is whether it would work to have two people splitting the role and succession for the CFA Liaison.
- * The Board approved selling the Boston Society practice exam to December candidates at a price of \$40.

7. Social Event Report –

- * Roy reported that there are 36 people signed up for the theater social, scheduled for 10/30. He will obtain the liquor license required. The Board decided that name tags are unnecessary.

8. Forecast Dinner Report –

- * James reported that Rich Bernstein has committed to the week of 3/15. He is pursuing the Brandywine CIO and Strasheim as moderator.
- * Vera Ho is working on media contacts and Amy Li is working on finding a printer for invitations and programs

9. Conferences –

- * Elaine announced that Michelle & Elaine would attend the WRC in February in San Diego and the AIMR Annual Meeting in Denver in May, Aimée and Dan will attend the SLC in San Francisco in September.

Meeting Adjourned approximately 4:30pm.

Next scheduled SSFA Board Meeting is 2:30pm on 12/4/03 at the offices of Sound Capital Partners.
Interim phone update will be held 11/11 at 2pm.