Meeting Minutes
April 24, 2019

Attendees: Chris Schroers, Dale Pust, Jan Rogers, Jana Cinnamon, Anna Pagel

President's report – Zach Ryan (not present)

Vice President's Report- Jana Cinnamon
- No formal meeting in May – we will get together at the MNCPA Firm Administrator's Lunch on May 8 at the Edina Country Club at noon.
- June's meeting will be the installation of new officers and a debrief of the National Conference. Jana and Dale will present.
- New Officers will preside in July. Also in July we will hold a strategic planning meeting for the group to see how we can better serve our members. We will have an Executive Committee Meeting following the regular meeting.
- The August meeting will be our annual boat cruise on Lake Minnetonka.
- The Salary Survey will be going out today.

Treasurer Report – Jan Rogers
- Our fund balance is $11,447.39

Secretary Report – Chris Schroers
- Nothing to report

Membership Chair – Amy Mettlach (not present)

MNCPA Update - Alicia Pack
- Firm Administrator Lunch will be held at the Edina Country Club on May 8 at noon. Please RSVP if you have not yet done so.
- Nominate a client for the Business & Industry Award at www.mncpa.org/bi-award
- CPE Savers – There are classes available at a discount for classes that will be taught by new instructors that are just launching their CPE speaking careers with the MNCPA.
- Reserve your table at the CPA recognition dinner on May 30 at the Minneapolis Marriott Southwest in Minnetonka. The dinner will honor those who earned their certificates between October 2018 and April 2019.

- MNCPA is partnering with CPA Charge for online payment. Go to www.mncpa.org/cpacharge for more details.
- MNCPA is also changing credit unions to Sharepoint Credit Union

Program: Roundtable Discussion. The topics were:
- How do we increase member participation and better serve our members?
  - Our July meeting will involve a strategic planning session to set our goals and purposes of the meetings, figure out how to get more active involvement with our members and to get feedback on what our members want out of the group.
  - We will conduct an Executive Committee Meeting after the regular meeting with the new and departing officers to come up with a game plan for the new year.
  - We will be sending minutes out after the meetings so people will know what is being discussed at the meetings. It has been a while since minutes have been distributed. They will be submitted to National with a link to the National website to hopefully gain more visibility for the organization.
- Busy Season
  - What are people using for connectivity in the field?
    - The order of connectivity:
      - Hard wire to client's internet
      - Wi-Fi connection to client's internet
      - Cell phone provider Hot Spots
    - The best approach seems to be to have this as part of the audit planning meeting so the auditors know when going out to the client what they will need to do.
    - Ask the client if there are Wi-Fi dead spots in the office and try to be located where the signals are strong.
  - What software programs are being used?
    - All participants were CCH firms
    - Two firms went to CCH Access for the first time this year. They had difficulty with connectivity issues.
    - XCM was used for the first time in one firm and it went well.
    - Safe Send was used with relative success.
    - Two firms are looking into moving to Microsoft Azure for servers in the near future.
    - It seems there were issues with servers across the board, no matter the provider.
  - Who organizes the client data and organizers before scanning?
    - Interns
    - Principals
    - Admin
    - Staff
  - When implementing a new software it is imperative that you have a champion to head the change.