UPJ Accounting Advisory Board
Meeting Minutes
October 1, 2004

Board Members: Matt Rigo, Peggy Tanney, Ron Saul, Dan King, Debbie Zakrzewski, Karen Varga, Janice Rummell, Autumn Davis, Rachel Voya, Maryann White

I. Call to order
- Dan King calls the meeting to order.
- Dan King thanks everybody for attending today

II. Approval of Board Minutes
- The previous meetings minutes were submitted for approval. Janice Rummell noted she was marked as attending but was not present at the previous meeting.
- Ron Saul noted this and would update the minutes accordingly.

III. Report of the President
- Dan King noted that 43 students had filled out items for the raffle and noted that additional students had dropped off resumes.
- Peggy Tanney stated that Alpern Rosenthal’s HR Manager likes to get students resumes as juniors and would encourage in future job fairs for juniors to attend.
- Debbie Zakrzewski noted that all pre-business, accounting, and finance students received a letter outlining the events to take place at the job fair.

IV. Report on Placement
- Ron noted to suggest to students to put the better of their major or overall G.P.A. on resumes
- Peggy Tanney noted that most HR managers sort the pile by G.P.A.’s before even looking at individual’s activities.
- Debbie noted that most of the companies that attended the job fair were satisfied with the attendees.
- Debbie also noted she wanted the option of Katz Business School available for the students.
- It was noted that the Alumni Association paid for the breakfast, balloons, and mailings as well as an ad in the student newspaper.
- Career Services was also very helpful in preparing for the job fair.
- It was suggested that for the next job fair either insert fliers about the job fair in the Johnstown Chamber Newsletter or buy the Chamber mailing list and send information separately.
- It was noted that E & Y was actually interviewing individuals who they were interested in.
- Debbie asked Dan King to put together a thank you list as well as a survey with return envelope to get feedback for next year. Dan agreed.

IV. Report on Curriculum
- Stanley Eupert was hired to replace George Letcher. Stanley recently retired from IUP after 20 years of teaching. Stanley has received positive feedback from the student.
- Debbie Zakrzewski noted they were doing curriculum reviews.
- Ron Saul noted that business law was a requirement to gain entry into certain masters programs.
- It was noted that Virginia required tax accounting and business law. It was also noted that statistics and economics are becoming increasingly important.
- It was noted that the hour requirement to become a CPA was increasing in certain areas.
- Debbie Zakrzewski noted that fraud is discussed in audit courses.
- Janice noted in financial reporting they talk about how to look for possible red flags.
- Karen Varga noted it was harder to build knowledge in analytics with the increasing number of firms going paperless.
- Peggy noted that an individual at her firm did not know how to adjust Accumulated Depreciation.
- Debbie Zakrzewski noted that UPJ’s principals book looks at how to make decisions not just learn the debits and credits.

V. Report in IMA Student Chapter
- Debbie Zakrzewski noted the student chapter was involved in the Accounting and Finance forum as well as the Business Etiquette Dinner.
- For the Accounting and Finance Forum the plan is to have 8 to 12 professionals and break into small groups so the students can ask more questions.
- Dan King noted that he had attended a breakout session at Duquesne University.
- The Etiquette Dinner will be at some point in the spring semester. In the previous periods it was a 30 to 40 minute panel discussion. They had also had a game show quiz on etiquette.
- It was noted that the Professional Chapter was co-sponsoring mock interviews.
- It was noted the next meeting of the professional chapter was October 25 at 5:30

VII. Committee Reports
A. Membership – Maryann
- It was noted that we now have Dave Braden’s information. Maryann asked that any other changes be e-mailed to Maryann.
B. Public Relations
- Rachel suggested they construct a list of all December 2003, spring 2004, and December 2004 accounting graduates which tells a little something about what the AAAB does and the next meeting date.
- Janice noted that anybody who had any interest in helping with the Accounting and Finance Forum should let her know.
C. Placement
- Peggy Tanney noted that there is a database of potential employers.
- Debbie Zakrzewski suggested that the resumes collected today could be scanned onto a CD and sent to potential employees.
- Janice suggested sending a postcard every period just to keep UPJ grads in employer’s minds.
- Rachel Voya noted that she would work with Peggy to put post cards together.
- Peggy Tanney suggested that they send the letter out possibly by emphasizing that UPJ Accounting Advisory Board had just had their first successful job fair.

D. Student Alumni Resources
- It was noted that website is not yet live nor is the AAAB website. The websites are scheduled to become live in August.

E. Homecoming Committee
- It was noted that the idea to have the job fair on homecoming was well received
- It was suggested that next year the job fair hours could run from 8:30 – 11:30.

F. Awards
- Maryann noted it was previously discussed that the board’s goal was to raise $10,000 to obtain an award.
- Rachel Voya noted currently the board had approximately $500
- Maryann wants to obtain a mailing list with accounting alumni with phone numbers
- Dan noted the best course of action would to ask Bill for the information.
- Maryann suggested the award be named after George Letcher
- Dan suggested the name be co-named with the individual or business that donated the funds
- Maryann stated she would talk to her boss about possibly matching whatever amount was raised.

G. Board Membership
- Some individual’s memberships were set to expire in May. It was decided to discuss this information in the May board meeting.

VIII. New Business
- Dan King noted that the next board meeting would occur sometime in May
- Janice suggested to possibly linking our meeting to the next Alumni meeting.

IX. Adjournment