UPJ Accounting Alumni Advisory Board (AAAB)
Meeting Minutes
September 28, 2002

Board Members: Karen Varga, George Letcher, Janice Rummell, Debbie Smiach Zakrzewski, Maryann White, Dan King, Kim Dorchak, Gina Brawley, Rachel (Davis) Loya, Bill Crowe

Guests: Rick Tudor, Lynn Grew, Kathy Wallace, Susan Rager, Lisa Silvis

I. Call to Order
♦ Karen welcomed the members and guests
♦ Attendees introduced themselves

II. Approval of Minutes
♦ The May 4, 2002 minutes, with the correction of 2 items (Janice’s last name was misspelled and it was noted that Janice nominated Karen for another 2-year term), were unanimously approved by the Board after a Motion from J. Rummell & a second by B. Crowe. Maryann will make the above noted corrections.
♦ Gina inquired about who the elected Secretary of the Board is. Mr. Letcher noted that the IMA Student Chapter President is supposed to take the AAAB minutes. However, this has not occurred for quite some time because it is difficult for the student to attend our meetings (since they are held on Homecoming weekend & Graduation weekend). Gina suggested that the Board revise the charter & appoint a Secretary from existing Board members at the May 2003 meeting.

III. Report of President
♦ Karen announced that President Etheridge would be joining our meeting at 10:30am. The Board discussed what information to share with Pres. Etheridge.
♦ Karen reviewed the Board’s mission statement.
♦ Mr. Letcher passed out pamphlets on UPJ’s Brick drive. He felt that the AAAB should donate money towards a brick as an organization. Each brick costs $100. Motion by K. Dorchak; second by D. King for the Board to donate $100 towards the Brick drive. At this time, Mr. Letcher collected the Board’s donations. $100 was collected. The Board discussed what the brick would say and decided on the following: Acctg Alumni Advisory Board Est. 1998

IV. Report on Placement
♦ Mr. Letcher passed out two resume packets (Juniors & Seniors). Fifty resume packets have been sent to various accounting firms.
♦ Mr. Letcher noted that Peggy Tanney’s firm (Alpern Rosenthal in Pittsburgh) will be recruiting on-campus this Fall. Last year, her firm was supposed to recruit at UPJ but the Human Resources Department cancelled.
♦ Once again, Ernst & Young will be recruiting on-campus. This is a result of LaDawn (Pugh) Yesho’s efforts. In addition to interviewing Senior accounting majors, E&Y will be interviewing Junior students for possible internship positions.
Watkins, Meegan, Drury & Company, a CPA firm based in Bethesda, MD will also be recruiting on-campus as in prior years. This firm was brought on-campus by Gina Brawley.

Mr. Letcher also noted that Boyer & Ritter (a CPA firm with several offices in PA) is interested in hiring more UPJ grads.

Mr. Letcher stated that many grads aren’t interested in pursuing a job with a Pittsburgh firm. Instead, the students want to find jobs with local firms.

It is anticipated that the national firms won’t be hiring as many graduates this year due to the profession’s current position.

UPJ’s Career Services has been more helpful than in previous years. Mr. Letcher noted that the students were advised of the various recruiting activities held at Pitt main. In order to interview at Pitt main, it is necessary for UPJ students to enroll on Pitt’s PantherTrac program.

Debbie noted that an Accounting Consortium Recruiting Day is held at the Embassy Suites in Pittsburgh. The CPA firm that Dan King works for (Horovitz, Rudoy & Roteman) participates in this program. Mr. Letcher thought that UPJ might not be able to participate because of our affiliation with Pitt. Debbie will look into this further.

V. Report on Curriculum

Janice noted that she would be teaching a new course in the Spring term. This course will focus on special reporting topics (such as the Enron scandal).

Debbie is working with UPJ’s IT lab to get Quickbooks software loaded on the school’s computers for her Information Technology class. Currently, students learn how to use Quicken and Peachtree in this class. Debbie feels that it is important for students to learn Quickbooks, too, because most small business utilize this software. She noted that the problem has to do with licensing issues on Pitt’s system.

Debbie noted that more student’s signed up for her Government & Non-profit class this Fall (compared to her Fall 2001 class). Karen noted that many students she has interviewed have not taken this class.

Debbie also shared the following enrollment information with the Board:

<table>
<thead>
<tr>
<th></th>
<th>FALL 2001</th>
<th>FALL 2002</th>
<th>DIFFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>80</td>
<td>58</td>
<td>(22)</td>
</tr>
<tr>
<td>Management</td>
<td>106</td>
<td>78</td>
<td>(28)</td>
</tr>
<tr>
<td>Finance</td>
<td>43</td>
<td>29</td>
<td>(14)</td>
</tr>
<tr>
<td>Pre-Business</td>
<td>282</td>
<td>225</td>
<td>(57)</td>
</tr>
<tr>
<td>Total</td>
<td>511</td>
<td>390</td>
<td>(121)</td>
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</tbody>
</table>

Overall enrollment at UPJ was up. They are not sure why enrollment in the Business program was down. Nationwide, accounting majors are up (perhaps because the profession is deemed as glamorous or risky now). The Board decided to discuss the above stats with President Etheridge.

Mr. Letcher noted that the PICPA published a “Careers in Accounting” book. He passed this around the room for the Board to review. He also asked the Board to consider volunteering at High-school Career Days to promote the accounting profession.
VI. Report on the IMA Student Chapter

♦ Debbie noted that the Etiquette Dinner would be held on September 30, 2002. This is earlier than normal due to the speaker’s schedule. There are 36 students and 14 professionals signed up to attend.
♦ Debbie also noted that the Accounting Forum would be held on November 21, 2002. She has five speakers lined up including: Louis Vuckovich from Slovenian Savings & Loan Association, Pebble Bulvin-Albertelli from the Southern Alleghenies Planning & Development Commission and John Elliot from Pitt’s Internal Audit Department.
♦ She noted that the students have been slow getting their meetings organized. They did have 1 meeting thus far and another meeting was cancelled.
♦ Janice noted that the professional chapter of the IMA would be hosting a Student Night in March 2003. The speaker will be from UPMC Lee Hospital.

**At this time, President Etheridge joined our meeting.

♦ Karen reviewed the Board’s mission.
♦ The members & guests introduced themselves.
♦ Karen informed Pres. Etheridge that the Board approved donating towards the UPJ Brick fund.
♦ Karen reviewed the enrollment figures (see chart above). Pres. Etheridge was concerned that the overall numbers decreased. He noted that the Undeclared students need more attention. The Board discussed the following idea with Pres. Etheridge – we would like to have the opportunity to talk with these students during Student Orientation. Pres. Etheridge suggested contacting John ______ about organizing a session where each Department at UPJ could speak to these students.
♦ President Etheridge also suggested contacting Jim Gyure (from Admissions) who coordinates trips to local High Schools.
♦ At this time, Debbie explained her Homecoming Barbecue idea to the Board & Pres. Etheridge. For complete details, please see the attached handout. Prior to our meeting, she discussed this idea with the UPJ Alumni Association & they are interested in pursuing this. Debbie noted that the UPJ Alumni Assoc. would have to spearhead this initiative but the AAAB could help. Karen asked for a motion from the Board to join forces with the UPJ Alumni Assoc. in regards to the Homecoming Barbecue. Motion by B. Crowe; second by R. Loya. President Etheridge agreed to support this initiative as well.
♦ Kim updated the Board on the AAAB’s website. She explained to President Etheridge the obstacles we have faced thus far in relation to getting the website up & running. Pres. Etheridge informed the Board that UPJ sent out an RFP to hire a consultant to work on UPJ’s website, including establishing links with related organizations. He felt that this consultant might be able to help us as well. President Etheridge suggested that we contact Jeff & Greg from the IT Lab (Debbie will do so). As an alternative, Mr. Letcher suggested paying for a consultant out of the unrestricted gift funds. President Etheridge said that he would approve our monetary request. The Board also discussed contacting Cheryl Hill to once again assist with the website.
♦ Karen thanked President Etheridge for his time.
VII. Committee Reports

A. Membership
♦ Maryann noted that of the 18 alumni that expressed interest in Board participation (as a result of Peggy & Denise’s letter sent around November 2000), none of these people have shown up at our meetings. Follow-up letters were sent in May 2001 and Maryann has subsequently tried to contact these alumni. Maryann noted that she would continue her efforts.

B. Public Relations
♦ Gina sent a letter to 2002 UPJ accounting graduates inviting them to this meeting and to join the AAAB. Two of the guests, Susan Rager and Lisa Silvis, noted that they were in attendance as a result of this effort.
♦ Rachel noted that she recently called Kim Miller, Director of Marketing & Public Relations at UPJ, to discuss including an AAAB press release in University publications - but that Kim was out of the office. Rachel noted that she would follow up with Kim in the near future to publish this press release prior to the next AAAB meeting.
♦ Rachel discussed the Board’s previous idea to distribute AAAB folders at the Accounting Forum. These folders would include interviewing tips, information on the accounting profession, and contact information for the AAAB. The Board could set up a booth at the forum & pass out these folders to UPJ students. Rachel had a few of the leftover folders that had been assembled for last year’s homecoming activities. Janice noted that she also had some of the materials leftover from last fall and could help coordinate this. Rachel said she would check that the information in the folders was still current and consider adding a few additional relevant items. Rachel would bring leftover folders to the Business office to be replicated, as Debbie noted the Accounting Department work-studies could help make additional copies and assemble the folders. The Board may need volunteers to work the booth.

C. Placement
♦ No report – Peggy & Denise were unable to attend the meeting.

D. Student/Alumni Resources
♦ This report was discussed during President Etheridge’s visit (see above).

E. Award Committee
♦ George noted that he sent Martin Fritz a list of all students. Martin had volunteered to help raise money for the AAAB Scholarship Fund. George will get in touch with Martin Fritz.
♦ The idea behind this is that the Board would make donations to the Johnstown Education Foundation, designated for the AAAB. Then, when $10,000 is collected, the money would become restricted.

VIII. Board Membership
♦ Karen invited each of the Guests to join the Board. She explained that if they did not wish to make their decision at the meeting, they could contact Maryann.
♦ Rick Tudor & Kathy Wallace expressed their interest to join.
♦ Lynn Grew is not interested in Board membership at this time.
Susan & Lisa said that they would think about it.

IX. New Business

♦ A new committee was formed as a result of Debbie’s Homecoming Barbecue idea. Members of this committee are: Bill Crowe, Rachel Loya, Kim Dorchak, Rick Tudor and Debbie Smiach Zakrzewski.

X. Adjournment

♦ Karen asked for a motion to adjourn: Motion by D. King, second by K. Dorchak.

NEXT MEETING: Saturday, May 3, 2003