Accounting Alumni Advisory Board
Meeting Minutes
September 26, 2008

Attendees: Gladys Go, Chris Robertson, Kevin Ziance, Matt Rigo, Maryann White, Michelle Solkovy, LaDawn Yesho, Justine Steele, Janice Rummell, and Deborah Zakrzewski,

Due to the absence of Dan King, President, AAAB, Debbie Zakrzewski acted on his behalf and ran the meeting.

Meeting was called to order at 2:05 pm.

New Business on the Agenda was addressed first due to time constraints of those attending.

1. Job Fair Assessment:
   a. Students were more professionally dressed than in prior years
   b. However, students are still not approaching the employers in the most professional manner. Students appear indecisive. Students need to be better at this. Need from Career Services to address this with students.
   c. Need “Timing” of the UPJ Job Fair needs to be looked at closely. This week being so late in the month is hard for accountants/accounting firms due to tax return deadline. So if the last Friday of September is later in the month then possibly push the Job Fair up a week.
   d. Need more Juniors and Sophomores to attend the Job Fair.
   e. Need to possibly offer a listing to students of those companies interested in Internships
   f. Debbie “Thanked” those that contributed to the Job Fair. Gladys Go mentioned that in order to encourage more donations, alumni need to know that their donations will also count toward the $250 goal of membership in the Century Club.
   g. Evaluations will be summarized and the results will be made available to the AAAB Members.

2. Shadowing Program
   a. Debbie handed out an outline of the proposed Shadowing Program for the AAAB. See the last page for this outline.
   b. Gladys Go indicated the Johnstown Area Regional Industries (JARI) is interested in assisting with a program similar to this. She will contact their representative and indicate to them our plans.
   c. Gladys Go also indicated the Pitt Main has a program that involves alumni that is entitled a Dinner/Theater experience. This could also be an outshoot of the Shadowing Program.
   d. Gladys Go is working with the UPJ Blue and Gold Society on certain initiatives similar to Shadowing.
e. Debbie Zakrzewski stated the Veronica Hartman, a UPJ grad, has expressed an interest in assisting with this program. Veronica is currently employed within the HR department at CTC and has 17 years experience in recruiting. She already has made several contacts with her colleagues and is willing to work toward accomplishing this task.

f. Debbie Zakrzewski stated that she will try to coordinate a meeting with those interested: Bob Knipple, Vickie Biter, Veronica Hartman, Mike Haluska, Kevin Ziance, Debbie Zakrzewski, Gladys Go, JARI representative

3. Debbie Zakrzewski handed out a copy of the brochure for the PICPA Educator’s Conference to be held, November 14, 2008 at Villanova University. She proposed the option of having members and/or their firms sponsor students to go to assist in the payment of hotel fee. Students attend the conference for free. However, due to distance students will need to stay overnight.
   a. Discussion regarding how to make such a donation and not have the event regarded as a UPJ sponsored event which then makes the University liable. Suggested making the monies a sponsorship and not a donation.
   b. It was suggested that contact be made to Villanova University or PICPA regarding student housing for the UPJ students at the University to reduce costs.
   c. It appeared that there was an interest in those that attended to inquire the entire AAAB for their sponsorship of this event.

4. PICPA
   a. PICPA CPA Zone - HIGH SCHOOL CAREER DAY currently on October 7, 2008 from 9 am to 1 pm at the Four Points – Sheraton, Greensburg. Mary Ann White indicated that there is approximately 170 high school students signed up for this event.
      i. Debbie Zakrzewski indicated that she will be representing UPJ at this event
   b. PICPA CPA Zone - Passport to Opportunity Program at Mt. Aloysius College on Friday, October 17, 2008.
   c. UPJ will host the PICPA CPA Zone - Passport to Opportunity Program with the UPJ Admissions Office in Fall 2009. AAAB Members will be asked to participate.
   d. Need to encourage students to join the PICPA student member program which is free. Mary Ann White who represented the PICPA at the Job Fair indicated the 18 UPJ students sign-up for this.
      i. The PICPA student membership assist students in obtaining scholarships
      ii. UPJ students are not active in applying for these scholarships
      iii. Need to increase student applications
   e. Gladys Go indicated the UPJ Alumni Association has a $1,000 scholarship available to any UPJ student. The number of UPJ students who apply is very low. Faculty and staff can nominate a student for this award. There needs to be more active participation from faculty and staff. Gladys encouraged this. Note that the applications are due in January.
5. Debbie Zakrzewski asked each member of the AAAB present to go out and obtain one new member to the AAAB. This would double our membership. We need more active participation.

6. Endowment. Monies are still needed. Currently about $6,500 have been raised. Members will be asked most likely in December the need to support this endowment that was spearheaded by AAAB member, Martin Fritz.
   a. Once the money is raised then the need to determine the purpose of the monies.

Without any additional items brought forth from the members the meeting was adjourned at 3:10 pm.

Respectfully submitted,

Deborah Zakrzewski
AAAB Student Shadowing Program – (September 2008)

Objective is to allow a student the opportunity to observe a professional accountant to experience some of the responsibilities, interactions, work environment issues, business etiquette, etc. prior to their graduation. Students will “shadow” a professional for a half day and possibly for an entire day depending on the availability of the professional.

Responsibilities of the Student

1. To contact the AAAB with their selection via email, dates of availability and times, email address, and phone number.
2. To promptly reply with availability dates and times.
3. To research the firm assigned to before the meeting date.
4. On the day of the “Shadowing” arrive on time and dress professionally.

Responsibilities of the Shadowed Professional

1. To properly plan for the student’s day.
2. Consider taking the student on a tour of the work environment.
3. Consider taking the student to lunch.
4. Consider allowing the student to talk to or observe employees throughout the day.

How to participate in the AAAB Alumni Shadowing program.

1. Go to the UPJ - AAAB website and/or email the AAAB with the following.

   Name
   Year of UPJ Graduation
   Firm Name
   Firm Address
   Type of Business
   Months of Availability

Anyone interested please send me your information at AAAB@pitt.edu

1. Be an ambassador for the AAAB and UPJ in participating in the Shadowing Program.
2. Once the student forwards their request, the AAAB will contact the employer selected and “match” the parties together.