



Florida Institute of Certified Public Accountants

**Committee Chair
Handbook
2014 – 2015**

**Florida Institute of
Certified Public Accountants**

COMMITTEE CHAIR HANDBOOK

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To Our Dedicated Committee Leaders and Volunteers,

Active volunteerism is at the heart of successful organizations, and I thank you for your commitment to serve as a volunteer leader this year. One of my priorities in the coming year is to power the potential of the FICPA by raising the bar and inspiring teamwork.

The FICPA Executive Committee, Board of Governors and staff join me in sincerely thanking you for your commitment to the profession and to the FICPA. Your collective contributions result in education, legislation and information of vital importance to our growing membership – more than 18,500 strong!

The Board of Governors and I are committed to supporting you and your Committee. Thank you again for volunteering and for your dedication. I wish you great success in the coming year and stand ready to assist you as needed.

Sincerely,

A handwritten signature in black ink that reads 'Jeffery E. Barbacci'. The signature is fluid and cursive, with a large, sweeping flourish at the end.

Jeffery E. Barbacci
FICPA Chair 2014-15

RESPONSIBILITY OF COMMITTEE CHAIRS

Committee Chairs are selected with far greater care than perhaps is realized. The Chair and other members of the Executive Committee (with the assistance of the Institute's staff) spend many days selecting those best qualified to exercise leadership in the specific areas represented by the committees.

A good Committee Chair reflects confidence and acts in a positive manner. Their actions indicate a sense of "being organized." Sincerity, enthusiasm, fairness and the ability to make decisions are important. It is the Chair's task to "preside" and not to "opinionate" unless it is necessary. Committee service can be a pleasant and rewarding experience for FICPA members, and the Committee Chair has much to do with creating that impression through his/her amiability, tact and the general conduct of committee meetings.

To discharge responsibilities properly, a Committee Chair must organize and conduct meetings properly. They should prepare for the meetings by knowing the Committee objectives, the planned program of action, and any necessary policies and/or provisions of the Articles of Incorporation and Bylaws.

Committee meetings should be called only when absolutely necessary. Members of the committee and all other interested persons should have adequate notice of the meeting and, if possible, a copy of the agenda, in advance. When the committee is assembled, the Chair should find the following suggestions helpful:

1. State the purpose of the meeting and refer to the agenda.
2. Appoint a secretary to take minutes.
3. Keep the meeting moving to prevent interest from lagging. Encourage all members to participate but keep responses brief and to the point.
4. Keep the speaker talking clearly and audibly.
5. Summarize what the speaker has said and obtain a decision.
6. Stop aimless discussion by recommending further study.
7. Keep control of the meeting but don't stifle free discussion. Invite constructive criticism, ask for support and clarify issues by obtaining majority support.
8. At the end of the meeting be sure to check to see if members feel that particular subjects have been properly covered.
9. Be sure that any policy matters are referred to the FICPA Board of Governors for approval.
10. File a report of the meeting and any necessary committee progress reports with the administrative offices in Tallahassee.
11. Complete Committee Evaluation and return to FICPA.
12. Committee Chair and members are requested to furnish copies of all correspondence from their committee to the Chair, Committee Coordinator, and to the FICPA President/CEO, who serves as secretary to all committees and maintains the official files of the Institute.

PARLIAMENTARY PROCEDURE

The term “parliamentary procedure” is usually understood to be the method of conducting business in the manner prescribed in Robert’s Rules of Order. The FICPA and its chapters are required to follow these rules as stated in the FICPA Bylaws, Article XIV, Section 1.

The purpose of parliamentary procedure is to provide a method by which groups may effectively and properly achieve their aims. “Effectively” means efficiently, without confusion, wasted time or wasted effort. “Properly” means democratically, suited to the sensibilities of people in a society that respects human dignity and the rights and privilege of all.

Except in the very smallest informal committee meetings, little will be accomplished unless the Chair enforces and the membership understands the basic principles and procedures of Robert’s Rules. A strong Chair, conscientiously and effectively applying the rules, can prevent cross-conversations, eliminate interruptions, and steer the discussion within the confines of the topic.

Finally, policies adopted and actions commenced by properly advanced and carried motions will be concise, straightforward and clear.

The Core Procedure

The standard method of bringing business to the meeting for discussion and disposition.

1. A member is “recognized” by the Chair. He or she has the floor, and only he or she may speak.
2. The member proposes a motion. This provides a precise statement of the proposition before the house.
3. The motion is “seconded” by another member. Without a “second,” the motion proceeds no further.
4. The motion is restated by the Chair to indicate it is in order and open for discussion. Discussion now takes place, with members only speaking when “recognized” by the Chair. The Chair in turn must monitor the discussion to keep it strictly on the topic.
5. The motion is put to a vote of the group.
6. The vote is announced to indicate the decision and that the matter is settled.

The Main Motion

Before a member states “I move that,” he or she should give some thought to what he or she is going to say. A motion should be complete, yet concise. It should have no ambiguities nor incorporate several distinct matters. “I move that we make a donation” is vague. What sum shall it be? “I move that we donate \$25 to the Boy Scouts and nothing to someone else” is really two motions in one.

Motions

In their simplest form, motions propose some direct action by the organization. When direct action is impossible or inadvisable, the motion may see a petition or a recommendation or merely ask to go on record. Going on record is done by a resolution, which is introduced by the phrase "I move the adoption of the following resolution."

The Total Process

In most organizations, the simple main motion procedure suffices for 95 percent of their business. Larger, more complex organizations will treat the motion more completely:

1. A piece of business is presented as a main motion and usually simply discussed and voted upon.
2. The discussion may be limited or closed.
3. As it is being discussed, a motion may be postponed indefinitely, amended, referred to a committee, postponed definitely or tabled.
4. After the decision, the vote may be reconsidered or repealed.

Postpone Indefinitely

While a motion is on the floor and being discussed, a member, upon recognition, moves that "this motion be postponed indefinitely." The Chair calls for a second, conducts discussion and calls for a vote. If passed, the original motion is dropped.

Amend

A member moves to "amend the motion on the floor by ...". After a second, discussion shifts from the main motion to the amendment, which is discussed and then voted on. Similarly, a member may move an amendment to the amendment and his or her secondary amendment is discussed and voted on first. An able Chair will make sure, by effectively using his or her power to recognize or ignore members, to prevent this amendment-on-amendment procedure from getting out of hand.

In a simpler procedure, after an amendment is moved, the originator of the main motion may accept the amendment. The discussion on the original main motion, as amended, continues.

Refer to a Sub-Committee/Team

With a main motion on the floor, a member may move to "refer the motion before the house to the ... sub-committee/team to report at our next meeting." Upon seconding, this subsidiary motion is discussed and voted upon. If passed, further discussion on the main motion is ended.

Postpone Definitely

In this case, discussion on the motion is postponed to a specific future time. "I move that the motion before the house be postponed until our next regular meeting." This motion may be amended to change the time, discussed, and voted on. Once passed, the main motion becomes a general order of the day for the new time. It cannot be considered earlier and must be on the agenda for the given meeting. If the postponing motion also

states that the business be made a special order of the day, it must be discussed on the day and hour the postponing motion names. It takes a two-thirds vote to pass a special order, and a similar vote is needed if a member moves that a postponed main motion be considered before the specified time.

Lay on the Table

“I move the motion be tabled” calls for a second and an immediate vote without discussion. If passed, the main motion is removed from consideration at the meeting and from future meetings until a motion is stated and passed that the main motion be taken from the table.

Limit Debate

At any time during discussion, a motion may be stated to limit debate for a definite period or until a definite hour. If seconded, it is voted on without discussion with a two-thirds vote necessary for its passage.

Close Debate

A member may “move to close debate” or “move the previous question.” Upon seconding an immediate vote without discussion, discussion on the main motion ends if the closing motion attains a two-thirds vote. The main motion is immediately put to a vote.

Repeal

A member may attempt to repeal a previously passed motion by moving its repeal. This motion must be seconded and discussed and becomes effective if passed by a two-thirds vote.

Reconsider

A member who has previously voted for a main motion that passed may later move for its reconsideration. A motion to reconsider may be made only at the same meeting at which the original motion passed. After seconding and discussion, this motion passes if a majority votes in its favor. In this case, the main motion is immediately open for further discussion and a new vote.

Recess

A motion to recess the meeting until a later time is privileged. It may be made at any time regardless of the business on the floor. Upon seconding, it goes to an immediate vote with a majority affirmative necessary for passage. If passed, the meeting immediately stops to resume at the newly specified time.

Adjourn

Upon the request of the Chair, or spontaneously at any time, a member may make a privileged motion to adjourn. No discussion is necessary. Upon seconding and a majority vote, the meeting ends completely.

Point of Order

If a member believes that the discussion is proceeding improperly, he or she may interrupt whoever is speaking and call out "Mr./Ms. Chair, I rise to a point of order" or merely "Point of Order." The Chair must immediately recognize the member, ask the member to state his or her point, and give an immediate ruling either upholding or rejecting it. The Chair then tells the interrupted speaker to speak to the point or rules the speaker's entire remarks as out of order and requests the speaker to take his or her seat.

Appeal from the Decision of the Chair

If a member feels that the Chair is conducting the meeting improperly, or is responding improperly to a point of order, he or she may interrupt by asking for an "appeal from the decision of the Chair." After seconding, the Chair calls for an immediate vote, which is carried by a bare majority.

Request for Information

At any time, a member may "rise for information" or "rise to a point of information." In this case, the Chair, or whomever he or she asks, must give the requested information. However, if the question is directed to the speaker on the floor, the speaker may refuse to yield at that moment and, if the Chair assents, state that he or she will answer the question after his or her speech is ended.

Point of Privilege

A participant in a meeting has a right to be reasonably comfortable, to hear and to be free from harassment and disturbance. A participant also has the duty to see that his or her fellow participants have the same rights. At any time a participant may "rise to a point of privilege," be immediately recognized by the Chair, state his or her point and, if at all practical, have it immediately granted.

The Order of Business

Under Robert's Rules, a meeting is conducted with the following order of business:

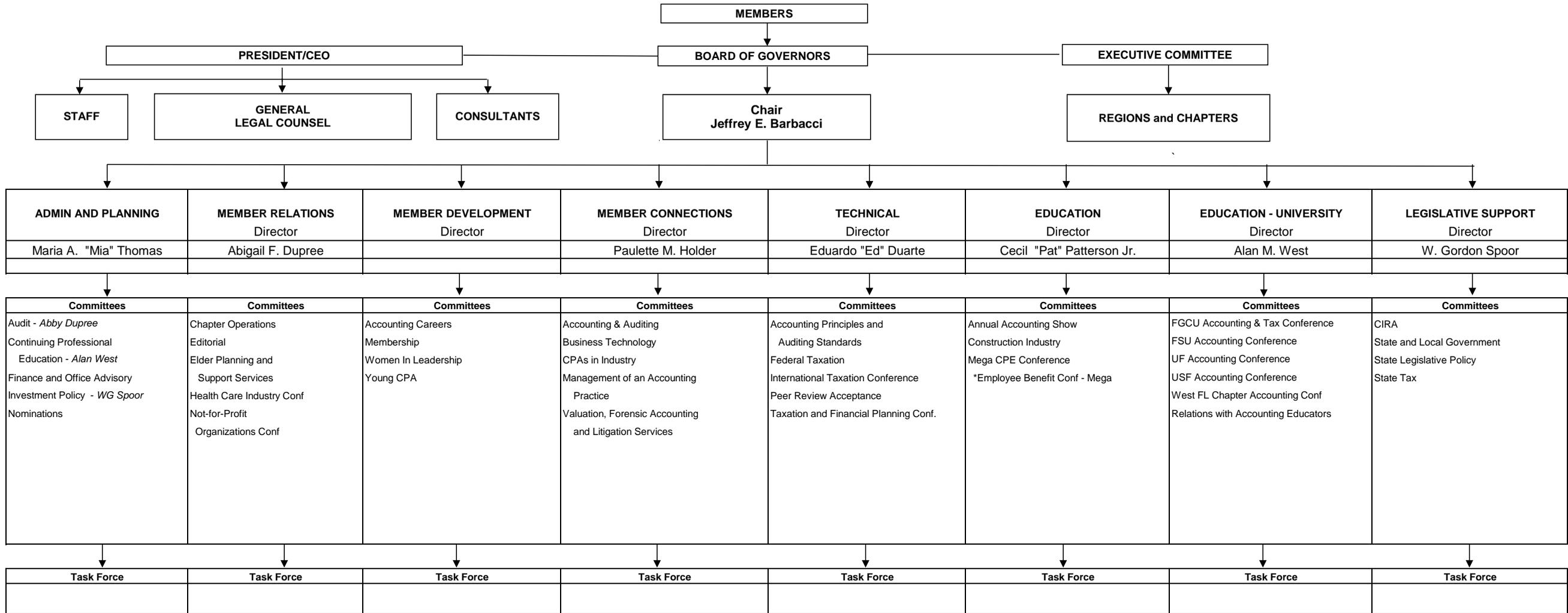
1. Reading of the minutes;
2. Report of standing committees (Treasurer's report comes first);
3. Report of special committees;
4. Unfinished business; and
5. New business.

Minutes

The amount of detail contained in the minutes depends on the capacity of the Secretary and the custom of the club. In any case, every motion introduced must be recorded verbatim and the results of the vote. Amendments must be treated similarly. Written reports by the Treasurer and all committees are formally incorporated as a part of the minutes. Depending on the needs and customs of the organization, details of discussion may or may not also be included. Read pages 31 & 32 for a sample agenda and an outline of FICPA Committee minutes.

RELATIONSHIP OF THE FICPA AND ITS COMMITTEES

2014-15 EXECUTIVE COMMITTEE - DRAFT



*Committee Plans Track at Conf

SERVICES AVAILABLE TO COMMITTEES

The Administrative Office is geared to serve FICPA committees to ensure timely, effective and progressive committee programming. The following are examples of services and assistance, which should be utilized by each committee.

1. Maintain permanent file.
2. Mail notices and prepare agendas for committee meetings.
3. Attend committee meetings and furnish guidance and information.
4. Assist committees in implementing objectives and projects for the year.
5. Serve as “clearing house” and coordinator for scheduling of all committee-sponsored programs to be offered on both the state and local levels during the year.
6. Prepare promotional literature for programs, handle mailings to FICPA membership, and process participants’ registrations.
7. Assist in securing suitable sites for programs and meetings.
8. Handle on-site administration of workshops, seminars, conferences, etc., when necessary.
9. Prepare and process printing of materials, such as pamphlets, booklets and brochures, required by committees.
10. Serve as liaison with corresponding committees of the American Institute of CPAs and other state societies.
11. Serve as liaison with the FICPA chapters.
12. Serve as liaison with Florida’s colleges and universities.

The above illustrates only a few of the services available to Florida Institute committees from the Administrative Office. The Committee Chair and members are urged to call upon the office and its staff whenever they may require assistance to successfully executing their tasks.

ADMINISTRATIVE STAFF DIRECTORY

The Institute's full-time staff in Tallahassee can provide you with a wealth of information by simply calling (800) 342-3197. Don't hesitate to contact any of the staff; they are there to help you.

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FICPA POLICIES

ANTITRUST ISSUES

This is an overview of certain issues related to the liability of organizations such as the FICPA for violation of the antitrust laws. It is clear that actions of professional organizations could violate the federal antitrust laws and that such organizations can be held liable for violations committed by their members.

The liability of professional organizations was clearly established in *American Society of Mechanical Engineers, Inc. v. Hydrolevel Corp.*, 456 U.S. 556, L.Ed. 2d 300, 102 S.Ct. 1935 (1982). The *Hydrolevel* case stands mainly for the proposition that an organization, whether nonprofit or for profit, is liable for the acts of its agents performed with the apparent authority of its principals; it is not necessary that the organization ratify the acts of its agents nor that it derive a benefit from those acts to incur liability. Additionally, treble damages may be assessed for a violation of the antitrust laws as a way to deter prospective violations, even in the absence of a history of past wrongdoing.

Perhaps the main lesson to be derived from *Hydrolevel* is that an organization such as the FICPA must keep strict control over the anticompetitive activities of its representatives to prevent them from misusing their positions, whether for their own, their employer's, the organization's, or anyone else's benefit. The more influential the organization, the more capable of affecting competitiveness in its field, particularly if it is a standard-setting organization, the greater should its concern be.

Professional organizations have also been found to be in violation for setting minimum fees. In *Goldfarb v. Virginia State Bar*, 421 U.S. 773 (1975), the plaintiffs filed suit after unsuccessfully trying to find a lawyer who would examine their title for less than the fee prescribed in the minimum-fee schedule published by the Fairfax County Bar Association. Speaking for the Court, Chief Justice Burger held that the schedule as well as its enforcement mechanisms constituted price fixing since the schedule prescribed a price floor. *Id.* at 781-83.

Based on a review of current case laws and commentary, the following are practices that should be avoided by FICPA in order to avoid even the appearance of price-fixing.

1. The FICPA must not publish a suggested price list or minimum fee schedule.
2. There should be no agreement by members of the FICPA formal or informal, to adhere to any price information published by the FICPA as a result of any surveys.
3. The FICPA must not privately publish a historical list of prices. All such information must be made available to the public through reasonable methods.
4. The FICPA must not publish a price list which includes amounts charged to specific clients.

5. The FICPA must not recommend or discuss percentage increases or decreases in price.
6. The FICPA should not encourage firms to make agreements to refrain from giving discounts.
7. The FICPA should not recommend limitations on credit terms or other terms of sale.
8. There should be no discussions at FICPA meetings on current or future prices.
9. There should be no agreements within the FICPA on what rates will be paid for an expense item that is a significant component of costs. For example, this would include the salaries of staff accountants.
10. The results of any official fee or price survey should not be discussed at meetings.

The following steps should be taken by FICPA in order to avoid involvement in price-fixing litigation.

1. FICPA staff, officers, directors, and members periodically be advised by legal counsel on the antitrust prohibitions against price-fixing.
2. Participation in surveys should be voluntary.
3. Meeting announcements, agendas, minutes or reports which contain references to prices or price discussions should be reviewed in advance by counsel.
4. When in doubt of any activity or policy relating to fees, the advice of counsel should be sought.

Gathering price or fee information is not illegal if appropriate guidelines are strictly followed in their administration. The FICPA, however, can never be absolutely sure that its published information will not be misused. Participation in any price or fee fixing program should be grounds for immediate expulsion from the FICPA.

COMMUNICATION POLICY STATEMENT

This policy statement provides guidance concerning who is authorized to make public statements on behalf of or as a representative of the Florida Institute of Certified Public Accountants, and the manner in which such public statements should be handled. It also provides guidance as to the distribution of documents or other information from the Institute by its members.

As the membership organization of CPAs in Florida, the Institute represents a large and diverse constituency. To best represent the views of this broad constituency, a process has been established through which policies and positions of the Institute are developed in a representative, deliberative and thoughtful manner. In respect of this process and to be fair to those members who participate in it, communication of the matters decided should be done in a way which is consistent with and faithful to the agreed upon results. Therefore, any communication of policies or positions of the Florida Institute to the public or any governmental body, by persons speaking on behalf of or as a representative of the Institute, is expected to be the official FICPA policy or position.

Representatives of or those communicating on behalf of the FICPA should not make public statements that differ from positions or policies which have been established by the FICPA, unless those statements are clearly disassociated from the FICPA. Such differing personal statements should be made in a way that the audience to whom they are made should easily recognize that they are the personal views of the member and not the official position of the FICPA. Further, discussion of details concerning the deliberations involved in arriving at a final FICPA policy or position is inappropriate by anyone other than the official spokesperson of the FICPA.

This policy statement is not intended to limit or preclude individual members from expressing their individual views nor to preclude normal and routine correspondence or other communication between the Board of Governors, Executive Committee, Institute committees and task forces, chapters, staff and members of the FICPA.

Guidance as to the communication and distribution of policies and positions of the Florida Institute include:

- I. Board of Governors and Executive Committee
 - (A) Members of the Board of Governors and Executive Committee should understand that, by virtue of their role in the organization, they will generally be perceived by the public to be representing the Institute when making public statements concerning Institute matters, and should govern themselves accordingly.
 - (B) The Board of Governors, as a body, may direct the distribution of documents and information or make statements on behalf of the Institute at any time.
 - (C) The Executive Committee, as a body, may make or authorize a statement on behalf of the Institute when critical timing or other

conditions make it impracticable to await action by the Board of Governors. Such statements should only be made when it is felt that it will be in the best interests of the profession and that there is a very high probability that it will be ratified by subsequent action of the Board.

- (D) The Executive Committee may release documents or other information in the possession of the Florida Institute as it, or its designee, determines will further the goals and objectives of the Institute.
- (E) The president of the Florida Institute, or his/her designee, is deemed to be the official spokesperson of the FICPA.

II. FICPA Committees and Task Forces

- (A) Chairpersons of FICPA committees and task forces may speak on behalf of the Institute only with respect to policies or matters that have been authorized by the Board of Governors or Executive Committee.
- (B) FICPA committees and task forces may issue statements to the public, governmental bodies or other professional organizations only if authorized by the Board of Governors or Executive Committee.
- (C) The FICPA often is asked to provide comments on exposure drafts of professional pronouncements and proposed changes to tax laws. In this regard, certain committees are authorized to respond to such requests on behalf of the Institute if the development of the comments has been coordinated with the Institute's staff and has been authorized by the FICPA director/coordinator. Such a statement must indicate that the opinion expressed is that of the committee only. Those committees are limited to: Federal Taxation, State Taxation, Accounting Principles and Auditing Standards, State and Local Government, and any other committee or task force so authorized by either the Board of Governors or the Executive Committee.
- (D) Written statements which express the policies, opinions or official positions of the Institute or a committee of the Institute should be issued on official Institute letterhead.

III. Chapters and Chapter Committees

Chapters and chapter committees should coordinate with Institute staff before any statements are made to the public, governmental bodies or other professional organizations concerning matters affecting the profession in Florida as a whole. Communication of matters relating to the dissemination of general information to the public in connection with the established Institute and chapter programs and in general routine matters does not require such coordination so long as the communication is consistent with the policies and procedures of the Institute.

IV. Members and Staff

- (A) Contractual or other proprietary information of the FICPA such as contracts, endorsed program agreements, trust agreements, administration agreements, manuals, surveys, pricing information, membership files and databases, software, etc.; shall not be released without prior approval of the Executive Committee or its designee.
- (B) Documents or other information related to the formation of legislative policies or other general policies of the Institute shall not be released to the public or press without prior approval of the Executive Committee or its designee. Such documents or information should not be released when it is subject to misinterpretation, interpretation out of context or for use in a manner, which is inconsistent with the established goals and policies of the FICPA.
- (C) No member shall distribute documents of the Institute or other information received from the Institute to the news media or anyone who may provide such documents or information to the press, without the prior approval of the Executive Committee.
- (D) No member of the Institute shall publish documents or other information received from the Institute without prior approval of the Executive Committee.
- (E) Personal information from the files of members or employees of the Institute shall not be released without the written authorization of the individual to whom it pertains.
- (F) Institute staff may speak on behalf of the Institute only with respect to policies or matters that have been authorized by the Board of Governors.

CPE POLICY FOR COMMITTEE-DEVELOPED CONFERENCES

Definition

1. Committee—A committee consists of any of the various FICPA committees and conference planning committees.
2. The conference committee is responsible for meeting a contribution to overhead based on a percentage of gross revenues established during the annual budgeting process and approved by the Finance and Office Advisory Committee. Any exceptions to the approved contribution to overhead should be reviewed with the Executive Vice President/ Chief Learning Officer and submitted to the Executive Committee for approval.
3. It is the responsibility of the committee to insure that the conference meets all accreditation requirements of the Board of Accountancy.
4. Conferences are designed to be promoted to various segments of the FICPA membership or regionally, and may include co-sponsorships with related trade associations. The initial determination will be made by the conference planning committee. Any promotional activity or contact will follow the guidelines established under the “PROMOTION” heading of this section.
5. Conferences are promoted by and through the FICPA.
6. The conference committee arranges for speakers and recommends accompanying functions. The FICPA staff selects the conference site and administers the program.
7. The conference committee should, through its selected speakers, furnish to the FICPA, course materials which will substantiate the Florida Board of Accountancy’s continuing professional education requirement. The material will be retained by the FICPA and a copy of the appropriate material will be submitted to the Board of Accountancy for approval.
8. The refund and cancellation policy established by the FICPA Board of Governors is in effect for conferences.
9. All conferences should offer no more than 8 credit hours per day or more than an average of 8 Credit hours per day for multi-day conferences. For multi-day conferences, the committee should strive for a minimum of 10 accounting and auditing hours.
10. All conferences will consist of the following components subject to complying with #2 above:
 - Lunch**—Lunch may be provided for conferences averaging 8 hours per day.
 - Breaks**—Early morning break may consist of hot beverages and breakfast breads.
Mid-morning and afternoon breaks may include hot and cold beverages.
 - Dinner**—Dinner functions may be provided for multi-day conferences where it is expected that a majority of the conference attendees will attend the dinner.
 - Cocktail Reception**—Receptions may be provided for multi-day conferences where it is expected that a majority of the conference attendees will attend the reception. The conference committee should seek sponsors for cocktail receptions. The FICPA will provide sponsor signage at the cocktail reception and an acknowledgement in the conference promotional piece.
 - Honorarium**—No honorarium will be paid for conference speakers unless approved by the Executive Vice President/ Chief Learning Officer.
 - Speaker Expenses**—Speakers will be reimbursed based on the travel reimbursement policy below.

11. For conference committee chairs, the conference registration fee is waived. All other committee members are eligible for a discount.

Schedule

1. The FICPA will establish the final site location. The program will be included in the FICPA catalog.
2. The FICPA will provide the committee with evaluation sheets and all other administrative assistance.

Conference Materials

1. The committee should develop all program materials to meet the Florida Board of Accountancy rules and regulations for accreditation. The FICPA Administrative Office will maintain the program material and submit the appropriate material to the Florida Board of Accountancy for approval.
2. A complete course outline, agenda and biographical sketch on each speaker should be submitted to the FICPA. (Note: Approval prior to the presentation is expected.)
3. Good communication between the committee and the FICPA Administrative Office is necessary for the FICPA to properly maintain and preserve a permanent record of the conference accreditation. The above procedure will insure each participant CPE credit for the committee conference.
4. Conference EZMaterials will be provided to conference attendees in advance of the conference. These EZMaterials PDFs may be downloaded to a laptop, tablet or other device up to seven days before the event.

Number of Participants

There should be enough participants in the program to break even financially. The committee staff liaison should establish a minimum number of participants with one criterion being financial break-even.

Return of Forms

Program evaluation forms and conference verification forms should be submitted to the FICPA Administrative Office within one week following the presentation. Included should be an alphabetical list of those registrants who actually attended which will be maintained in the committee's course file. The verification forms are needed for purposes of verifying attendance to the Florida Board of Accountancy, if requested.

Conference Speakers

Committees are urged to arrange for their own speakers. If, however, the committee cannot locate suitable speakers, the FICPA Administrative Office will gladly assist in securing the services of a speaker.

Travel Reimbursement

Conference speakers who lead at least 50 minutes at an FICPA conference are eligible to be reimbursed for travel as follows:

1. Coach fare (14-day advance) or standard mileage rate paid by the FICPA for travel.
2. One night single hotel accommodation if the time of the member's presentation or travel schedule requires an overnight stay.
3. Reimbursement of expenses for meals will be paid upon request.

4. Speakers are entitled to attend the conference for CPE credit on a complimentary basis. To receive credit the appropriate attendance verification forms must be submitted.

Exceptions to these guidelines must be approved prior to the conference by the Executive Vice President/ Chief Learning Officer.

Promotion

Mailings—The staff liaison, will develop a promotional mailing for each related conference. FICPA staff will coordinate the design, content, timing and distribution of each promotional piece.

At such time as a committee considers promoting a conference outside FICPA membership, the committee staff liaison will forward each request to the Executive Vice President/ Chief Learning Officer.

The Executive Vice President/ Chief Learning Officer will utilize the following general guidelines with respect to each request:

Committee Requests to Co-Sponsor Conferences with Other State CPA Societies

The Executive Vice President/ Chief Learning Officer, or designee, will initiate contact with the corresponding Executive Vice President/ Chief Learning Officer of the other state CPA society. If there is interest in formalizing a co-sponsorship arrangement, a formal agreement will be written, including financial and promotional responsibilities. Final approval of the arrangement must be obtained from the FICPA President/CEO. Any decision to waive non-member fees must be authorized by the FICPA President/CEO.

In the event there is no interest on the part of the other state CPA society to co-sponsor a conference, approval must be obtained from the FICPA President/CEO before any mailing lists can be secured from any other state CPA society for the purpose of mailing promotional material.

Committee Requests to Co-Sponsor Conferences With Other Associations

The Executive Vice President/ Chief Learning Officer, or designee, will initiate contract with the identified association to determine the interest and/or financial viability of each co-sponsorship request. If there is interest in formalizing a co-sponsorship arrangement, a formal agreement should be secured in the manner defined in the previous section.

VOLUNTEER LEADERSHIP REIMBURSEMENT POLICY

In an effort to manage travel costs, the President/CEO and the Executive Vice President of Operations may provide reimbursement guidelines for various meetings limiting the number of nights, etc. subject to reimbursement.

STATEMENT OF POLICY

1. **Eligibility.** Reimbursement is strictly limited to: (1) members of the Executive Committee; (2) members of an Executive Committee Task Force; (3) members of the Board of Governors; (4) members of a Standing Committee; (5) a Chapter officer attending the Chapter Officers' Leadership Conference; (6) a member of the Peer Review Committee, (7) a member of the Young CPA's Committee, (8) a member of the CPE Committee, (9) a Chapter officer invited to attend a Board of Governors meeting and (10) a Regional Representative attending a Chapter meeting within their region.
2. **Reimbursement.** Reimbursement will be provided for the following: (1) air travel at coach fare including reasonable baggage fees; (2) lodging charges for hotel room and taxes, not to exceed the lesser of the amount negotiated by the Executive Business Department and/or designated Conference Manager or \$175 per night for one (1) night for in-state meetings and \$190 per night for three (3) nights for attending the annual meeting, unless a higher rate is specifically approved by the Committee on Finance and Office Advisory; (3) travel by personal automobile, reimbursed at the IRS rate per mile.

A chapter may reimburse a Chapter Officer invited to attend the FICPA Annual Meeting. Such reimbursement is limited to the FICPA reimbursement rate.

MAILING LIST AND E-MAIL POLICIES

The FICPA membership mailing list is available for purchase by members and outside groups or organizations. The Executive Committee or its designees will determine the fees to be charged for this list. The FICPA administrative offices are responsible for maintaining the mailing list. (FICPA Chapters – see separate “Chapter Mailing List Policy” below).

The Executive Committee or its designee reserves the right to alter this policy when it deems it is in the best interest of the members.

On December 5, 1991, the Executive Committee agreed to allow all affiliated corporations (i.e., the Florida CPA/PAC and the Educational Foundation) to use the FICPA’s mailing list, as approved by the President/.

Member Lists for Committee Projects

The use of FICPA member lists for committee rosters or other committee work is intended sole for internal administration and assistance to the committee. These lists are not to be used for any other purpose.

CHAPTER MAILING LIST POLICY – *approved 12/7/04* (Postal and Electronic Mailing Addresses)

To support timely, professional Chapter member communications, the FICPA uses its member database to provide its chapter, upon request, with two mailing list services:

- Member mailing address labels for use in Chapter mail-outs
- Member e-mail addresses

The FICPA maintains a comprehensive database of member contact information for this purpose. Member database records are continually updated as changes of employment, mailing address, e-mail address, etc., are reported.

Following are policies pertaining to each mailing list service type.

Request Chapter Member Address Labels

The FICPA membership postal mailing list is available for purchase by members and outside groups or organizations. The Executive Committee or its designee will determine the fees to be charged for this list.

The FICPA Administrative Office is responsible for maintaining the mailing list. FICPA Chapters are required to obtain their individual chapter mailing lists through the FICPA Administrative Office. Chapters may not maintain their own membership mailing lists. Copies of all chapter mailings are to be forwarded to the Administrative Office. Chapters are prohibited from distributing or selling their mailing list without prior approval of the Executive Committee or its designee.

The Executive Committee or its designee reserves the right to alter this policy when it deems it is in the best interest of the members.

On Dec. 5, 1991, the Executive Committee agreed to allow all affiliated corporations (i.e., the Florida CPA/PAC and the Educational Foundation) to use the FICPA's mailing list, as approved by the President/CEO .

Access Chapter Member E-mail Addresses

While the FICPA continues to offer printing, postal mailings and bulk e-mails to its chapters for meeting notices, the FICPA is offering chapters the option of downloading membership emails for communications to chapter members through the FICPA Web site. In addition, a "meeting notice template" is available in the Chapter Officers Toolkit to help chapters construct their meeting notices. Once completed, the notice is automatically submitted to the FICPA for processing.

Authorized Chapter Officers are required to obtain their individual chapter member e-mail addresses through the FICPA Web site or FICPA Administrative Offices. E-mail addresses accessed from the FICPA Web site require login and password.

The FICPA Administrative Offices are responsible for maintaining Chapter member e-mail address and opt-out (exclusion) lists. To ensure compliance with Federal Can-Spam Act of 2003, Chapters are prohibited from maintaining, selling or otherwise distributing member e-mail address lists. Chapters are prohibited from using FICPA member e-mail lists for non-Chapter-related communication purposes.

The Executive Committee, or its designee, reserves the right to alter this policy when it deems it is in the best interest of the members.

The Federal Can-Spam Act of 2003

On Dec. 16, 2003, President Bush signed the Controlling the Assault of Non-Solicited Pornography and Marketing ("CAN-SPAM") Act of 2003 into law. The measures went into effect on Jan. 1, 2004 [Public Law 108-187]. This Act mandates inclusion of specific e-mail disclosures and opt-out (list exclusion) language for certain types of e-mail communications.

Accordingly, the FICPA requires all Chapter e-mails to include:

- Accurate (not false or misleading) header information; including the source, destination, routing information and originating domain name
- Accurate Subject line, describing e-mail topic and content
- Accurate information in the "from" line of the message
- The following disclaimer, customized to include individual Chapter name, must appear at the end of all messages:

The FICPA and its Chapters are providing this electronic communication as a service to Chapter members. The FICPA is not responsible for errors, misinterpretations, or omissions related to this Chapter communication e-mail.

In compliance with Federal Law, we disclose that this is a commercial email.

To update your e-mail address, please send an e-mail to msc@ficpa.org and type "E-Mail Update" in the subject line of your message.

To unsubscribe, please forward a copy of this e-mail to msc@ficpa.org and type "UNSUBSCRIBE" in the subject line of the e-mail response. Your address will be promptly removed from your Chapter's e-mail list.

The <INSERT NAME> Chapter of the Florida Institute of CPAs (FICPA)
325 W. College Ave.
Tallahassee, FL 32301
Phone: (800) 342-3197 or (850) 224-2727
Web Site: <http://www.ficpa.org> “

Additional E-Mail Procedural Requirements

The Federal Can-Spam Act compels senders of e-mail to comply with each opt out request within 10 days of receipt by removing that individual from the e-mailing list. In light of this requirement, Chapters must obtain an updated member e-mail list from the FICPA Web site or FICPA administrative offices shortly before (generally within 24 hours) sending each e-mail communication.

(Refer to the *Chapter Operations Policies and Procedures Manual* for detailed e-mail list retrieval and related instructions or contact the FICPA Member Services Department for assistance.)

It should be noted that due to technology limitations, delivery of Chapter e-mail is not certain and therefore cannot be guaranteed by the FICPA.

GOVERNMENTAL AFFAIRS

The FICPA serves as your liaison with various legislative and regulatory agencies in Florida. Your Governmental Affairs staff helps to develop annual proposed legislative and regulatory policies for the FICPA, monitors state legislation and regulatory actions to determine the impact on the CPA profession, lobbies on behalf of the FICPA, and communicates any changes to FICPA members.

[The FICPA Governmental Affairs team](#) represents you in Tallahassee with full-time lobbyists on staff. Your lobbying team tracks a host of state legislative issues affecting the accounting profession, usually over 200 bills each legislative session. It is our goal to support the FICPA's mission to "monitor and actively participate in the public-policy making process."

With all of this in mind, the Committee on State Legislative Policy develops annual Legislative and Regulatory Policies for the FICPA. Through the promulgation and support of these policies, the FICPA's intent is for the profession to maintain the highest possible standards of professionalism, while also protecting the needs and exceeding the expectations of the general public.

[Legislative and Regulatory Policies](#)

The Legislative and Regulatory Policies of the FICPA for the current fiscal year are available on the [FICPA website](#).

To learn about your Governmental Affairs team and what they do for you, view the [FICPA website for additional information, resources and tools](#).

Get answers to your questions from the FICPA Governmental Affairs team. Send your legislative or regulatory questions to govaffairs@ficpa.org.

KEY PERSON CONTACT PROGRAM

The FICPA has observed that legislators view people with a particular expertise on issues as being almost as important as their constituents. The FICPA believes that, through our Governmental Affairs Department, we have provided expertise on accounting issues, but we are not truly constituents. You then, as a friend and constituent of a particular legislator, have a truly exceptional opportunity to make a difference in the legislative process.

Why Become a KPC?

Many situations have occurred over the years where actual contact by a CPA to a state legislator could have created additional favor toward a particular bill or legislative initiative. Conversely, that contact could also have provided for creating additional backing for the defeat of legislation that the FICPA opposed.

Why was the KPC Program started?

The FICPA began its Key Person Contact Program several years ago to identify CPAs with contacts in the Florida Legislature. The program has been extremely successful and the FICPA has more than 300 KPCs on file.

The purpose of the Key Person Contact Program is simple. The FICPA would like to use current and future KPCs as an information network, both transmitting information to legislators and reporting information about proposed or pending state legislation to the FICPA.

Who are KPCs?

As you know, KPCs are CPAs who, at the local level, have developed relationships with Florida legislators and who can, on a moment's notice, communicate our position(s) to those legislators during the hectic days of the legislative session. The absolute backbone of any successful legislative endeavor is the ability to reach legislators and communicate effectively and concisely to convince a majority of the benefits of a given concept. The KPCs act as liaisons between the FICPA and state lawmakers, creating a line of communication to relay technical and general information regarding legislative issues.

Why is your help so important?

Frequent personal contact from CPA constituents in a legislator's district maintains a professional camaraderie with that legislator. The ability to have numerous lines of communication with state legislative bodies and to keep them open assures the FICPA of a strong voice for critical issues concerning the accounting profession.

For additional details, sample correspondence, tips and duties visit the [FICPA website](#).

[Download a registration form today!](#)

Get answers to your questions from the FICPA Governmental Affairs team. Send your legislative or regulatory questions to govaffairs@ficpa.org.

POLITICAL ACTION COMMITTEES

What is the Florida CPA/PAC?

The Florida CPA Political Action Committee, Inc. is the means by which members of the Florida Institute of CPAs (FICPA) can help elect business-minded candidates focused on issues important to the CPA profession.

The Florida CPA/PAC is an entity completely separate from the FICPA. The Florida CPA/PAC is supported solely by the voluntary contributions of members of the FICPA and others. The Florida CPA/PAC is registered as a corporation with the Florida Division of Corporations and as a Committee of Continuous Existence with the Division of Elections within the Florida Department of State.

In 2001, the Florida CPA/PAC was separated into three geographic regions. Each chapter is “nested” into one of the three regions. Members are assigned to one of the three regional CPA/PACs based on geographic location:

- North – includes 11 chapters
- Central – includes 9 chapters
- South – includes 7 chapters

Who runs the Florida CPA/PAC?

Its responsibilities and activities, with the exception of its day-to-day administration, are directed by a Board of Trustees. Trustees are geographically disbursed and politically balanced between Republicans and Democrats. All trustees must be members of the Florida CPA/PAC and must be committed to analyzing candidates and promoting the Florida CPA/PAC. The trustees must be sustaining members and serve without compensation.

Who can be a member of the Florida CPA/PAC?

The Florida CPA/PAC is supported solely by the voluntary contributions. Currently, each FICPA member is asked to make a minimum voluntary contribution of \$25 per year. However, any member of the general public may apply for membership in the Florida CPA/PAC. A contribution to the Florida CPA/PAC is the fastest, simplest, most efficient way to get involved in the political process and its positive effects on the CPA profession.

For Frequently Asked Questions about the Florida CPA/PAC, visit the [FICPA website](#).

[Contribution Form](#)

[Florida CPA/PAC brochure](#)

For more information please call the FICPA’s Governmental Affairs Department at (850) 224-2727, Ext. 204, or e-mail govaffairs@ficpa.org.

FICPA EDUCATIONAL FOUNDATION

SCHOLARSHIP PROGRAM

Through your life, it's highly likely that at some point along the way someone gave you a helping hand. Whether it was in the form of encouragement, tutoring or financial aid, you wouldn't be where you are today without that assistance. Now it's your chance to help change someone's life. Your tax deductible donation to the FICPA Educational Foundation will make a difference in the lives of aspiring CPAs across the state. [Give the gift that keeps on giving — make a donation to the FICPA Foundation today!](#)

Your FICPA Educational Foundation works to ensure the integrity and success of the accounting profession in Florida. Founded in 1959, as the R. Warner Ring Educational Foundation, it has distributed more than \$3 million in scholarships and grants to accounting students across the state. Educational Foundation scholarships put all Florida schools on an equal footing, assisting students in pursuing their degrees at colleges or universities in the state that have an accredited accounting program.

Visit our website for [ways to give](#) and [fundraising events](#).

For more information, please contact Jason Zaborske at the FICPA Educational Foundation at (800) 342-3197, Ext. 417; cell at (850) 251-7274; or email edfound@ficpa.org.

The Florida Institute of Certified Public Accountants Educational Foundation, Inc., is recognized as tax exempt under section 501(c)(3) of the Internal Revenue Code. Contributions are tax deductible to the fullest extent of the law.

A COPY OF THE OFFICIAL REGISTRATION (#CH2614) AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800) 435-7352, WITHIN THE STATE OF FLORIDA. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.

FLORIDA CPA TODAY

Article Submission Guidelines

Florida CPA Today is the official publication of the Florida Institute of CPAs (FICPA) and is distributed bi-monthly to more than 18,000 members. It contains the latest technical and newsworthy articles relevant to Florida CPAs and addresses important issues that impact the profession. The FICPA also publishes technical articles on its website, www.ficpa.org.

Editorial Review Process

The FICPA Editorial Committee, along with input from other committees and sections, determines potential topics. Each committee has an opportunity during Committee Days to sign up to write articles for publication in the magazine and/or on the FICPA website. During this time, technical reviewers also will be assigned for each article.

Article Approval Process

About two months before your deadline, you will receive a reminder email from the magazine editor that contains contact information for your editorial and technical reviewers. Before writing your article, you should contact your editorial reviewer, who is a member of the Editorial Committee, to discuss and/or clarify your article's direction.

After completing the article, submit it by e-mail to *Florida CPA Today* Editor Suellen Wilkins at wilkinss@ficpa.org. **Please refer to your reminder email for the deadline for your article.** Your article then will be sent to your committee's technical reviewer to ensure its technical accuracy. It will also be sent to your editorial reviewer to ensure its readability and compliance to [FICPA Author Guidelines](#).

[Click here to read the latest edition of the *Florida CPA Today*.](#)

If you have questions, contact Suellen Wilkins, *Florida CPA Today* editor, at (800) 342-3197 (in Florida); or (850) 224-2727, Ext. 383; or wilkinss@ficpa.org.

FICPA CONNECT

Connect. Communicate. Collaborate.

In the world of Facebook, Twitter, Instagram, Pinterest, YouTube and the throngs of other social platforms, it is sometimes hard to know where to turn for trusted information; especially CPA-related information.

Enter [FICPA Connect](#): The social platform that's exclusive to members of the FICPA. In October 2013, the Florida Institute of CPAs launched its very own social media platform in hopes of giving members their very own spot on the web to interact, learn and connect with other CPAs throughout the state.

Here are some of the features of FICPA Connect:

- Discussion Forums (former Listservs)
- Email Notifications
- Ability to reply to posts via email
- Group Resources
- Group News
- Group Events
- Group Links
- Private Messages
- Personal Blogs
- Facebook Feeds
- Rich User Profiles
- And more!

How can my Committee use Connect?

The website offers many features that are not available via email. Here are a few of the most popular features that must be accessed via the website:

- Searchable archives of all group discussions
- Update your profile and/or upload a photo to be associated with your profile
- Privately message another committee members
- Document Storage - Minutes and Agendas

For help, please download the [FICPA Connect help](#) document. If you need additional help, email us at webmaster@ficpa.org.

REFERENCE

SAMPLE COMMITTEE MEETING AGENDA

Florida Institute of Certified Public Accountants

Committee Name

Date & Time

Location

Agenda

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Staff Report
5. Summary of Executive Committee Actions
6. Priority Issues/Trends Affecting the Profession
7. Subcommittee Reports
8. Action Items
9. Discussion Items
10. Future Meetings
11. Adjournment

SAMPLE MINUTES OF MEETING

Florida Institute of Certified Public Accountants

Committee Name

Date & Time

Location

Minutes

The meeting, having been duly noticed, was called to order by Chair Smith at 9:00 a.m.

Upon roll call, the following members were present: List

Members Absent: List

Others Present: List

Approval of Minutes: Copy

Report of Staff Representative: Copy

Summary of Executive Committee Actions: Copy

Priority Issues/Trends Affecting the Profession: Copy

Action and Discussion Items: Copy

Future Meeting Date

Adjournment

SAMPLE FICPA COMMITTEE EVALUATION REPORT
Page 2

1. Should this committee be continued next year? Yes _____ No _____
2. How could you have improved your committee's performance?
3. How might committee administrative procedures (meeting notices, reports, subcommittees, etc.)
be improved to increase your committee's effectiveness?
4. How might the procedures for selecting committee members be improved?
5. How could the Committee Days programs be improved?
6. In what ways could the Executive Committee (including the Committee Coordinators) be more useful to you or your committee?
7. In what ways could the FICPA staff be more useful to you or your committee?
8. Additional comments or suggestions:

Committee Chair _____ Date _____

SAMPLE EMPLOYER ACKNOWLEDGEMENT

The more than 18,500 members of the Florida Institute of CPAs benefit by the work done by the committees and members like you who have volunteered their time and expertise.

If a personal "thank you" to someone in your organization would be of value to you, please let us know by returning this form.

Please send the committee appointment acknowledgement letter to my employer:

Name: _____

Position: _____

Company: _____

Street/P.O. Box: _____

City/State/ZIP: _____

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