

NYSSEA Board Packet **October 22, 2021**



An affiliate of the National Association of Enrolled Agents

> New York State Society
of Enrolled Agents

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Phyllis Jo Kubey, EA, CFP, *President*
Daniel L Coccia, EA, CMA, *1st Vice-President*
Koreen Jervis EA, *2nd Vice-President*
Lynn Senke, EA, *Treasurer*
Vicki Hermann, EA, *Secretary*



Contact:
Jeffrey R Gentner, EA, *Association Administrator*
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AGENDA

NYSSEA BOARD OF DIRECTORS MEETING October 22, 2021

- I. Call to Order
 - Pledge of Allegiance
 - Roll Call
- II. Officers' Remarks
- III. Approval of the Agenda
- IV. Approval of the Consent Agenda
 - Approval of Minutes – January 9, 2021
- V. Unfinished Business
 - a. NYSSEA Employer/Employee status update
 - b. NAEA Minnesota Legal Defense Fund
 - c. Financial Report and Form 990-EZ
 - d. NYSSEA governance documents/SOP review
- VI. New Business
 - a. NYSSEA Education Update – NYSSEA virtual webinars
 - b. NYSSEA Conference 2021 - Update and Discussion
 - c. NYSSEA Chapter Health and Board Representation
 - d. NAEA update – membership data, dues, and initiation fees
- VII. Good of the Order

Members Licensed to Represent Taxpayers before the Internal Revenue Service

Phyllis Jo Kubey, EA, CFP, *President*
Daniel L Coccia, EA, CMA, *1st Vice-President*
Koreen Jervis EA, *2nd Vice-President*
Lynn Senke, EA, *Treasurer*
Vicki Hermann, EA, *Secretary*



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Board Report President October 22, 2021 Board Meeting

Tax Season 2021 is closer to behind us than it was when I wrote my June report. Congratulations to all who served so many clients with skill and grace. Your Executive Committee continued their monthly meetings on the third Thursday of each month (skipping 10/21 this week).

As I write this, I'm less than a week away from our first in-person conference since 2019 – and our new Turning Stone venue. I can't wait to see so many old friends and to meet new ones. May I give a BIG shout-out to our conference and conference education teams? Under the leadership of Koreen Jervis, EA, Dan Coccia, EA, Emilie Archambeault, EA, CFP, Jim Otton, EA, their indefatigable committees, and our Association Administrator, Jeff Gentner, EA, we will have another great weekend of education, fellowship, and fun.

It's a challenging time for professional organizations, but with challenges come opportunities. We hope that our national organization, NAEA, is turning a corner with their database conversion. As we receive more accurate and timely reports on membership status (and monthly dues revenue), we can enhance and improve our membership outreach to our newest members – while providing continued value to all our members.

We continue our state-wide webinar presentations. Since June, we've featured Ethics with Frank Degen, EA USTCP, Frank Lin, EA CPA on the Advanced Child Tax Credit, Bob Kerr, EA on IRS Math Error Notices. We look forward to presenting Kelly Myers, EA in November and Carol Thompson, EA in December. We'll kick off 2022 with Frank Degen's Federal Tax Update, take a break for tax season 2022, and then pick up again with Frank Agostino's tax controversy update in the Spring. Will we have another extended filing deadline? I doubt it, but who knows? Special thanks to our NYSSEA Education Task Force, our CE upload wizard, Vicki Hermann, EA, and to our Association Administrator, Jeff Gentner, EA. There's a lot more work behind the scenes, and we have a great team planning, implementing, and communicating our virtual programs.

I regularly attend the IRS National Public Liaison practitioner meetings and the online First Friday stakeholder liaison group each month. The IRS has had many challenges, and we've all experienced a plethora of IRS notices – many concerning the Recovery Rebate Credit. Math error notices are alive and well. On the NYS side of things, our NYSDTF liaison team, Jim Otton, EA and Kathryn Acanfora, EA, and I pursued our NYSDTF contact relentlessly waiting for word on whether NY would conform to the IRS Hurricane Ida aftermath extensions. They were late announcing, and then they didn't include returns extended until 10/15 – and then they did. We hope for and will advocate for more consistency with federal extension behavior, and also for more timely announcements.

Michael Lawrence, EA stepped in as chair of our Government Relations Committee. Our traditional advocacy activity (May Legislative Day) has been on hold since COVID, and we look forward to turning this challenge into an opportunity for a reimagined presence in Albany.

Our Google Group and our NYSSEA Facebook Group continue as timely sources of great information for our members. Thanks to all the members who participate and enhance all of our experiences.

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Many thanks to our Nominating Committee, led by Michael Lawrence, EA, for presenting a great slate of NYSSEA leaders for the 2021-2022 governance year. I look forward to serving with my colleagues both old and new – and also to working with our great NYSSEA committees over the coming year.

Things are changing for our chapters. Many chapters experienced difficulty finding volunteer leaders before the pandemic, and the restraints on in-person events interrupted the usual way of operating. We've stepped in with our statewide webinars, so members have excellent, reasonably priced, continuing education. Many, however, miss the opportunity to gather together for in-person chapter meetings. Several chapters have had both in-person and virtual events focused on practice management and networking. Many are not meeting, and may not have held the usual annual elections of officers. Our Bylaws (7.01) specify that, in addition to the six directors at large, that we have one director elected by each chapter (also known as chapter representatives). I am concerned, as we begin the new governance year, that we will not have enough chapter representative directors to achieve a quorum at our first board meeting on October 30, 2021. It may be time to reexamine how our chapters operate and how to best support our chapters and ensure they have a voice in NYSSEA decision-making.

At the national level, I'm honored to serve as a member of the NAEA Nominating Committee and as a member of the Ethics and Professional Conduct Committee. I hope to attend the December 2021 NAEA event in Scottsdale and will participate in the SSLA virtual program this month.

Serving as an NYSSEA leader and officer is an honor and a privilege. Many thanks to so many of our previous leaders who cultivated and encouraged me on this journey. I will do my best to represent NYSSEA's and our members' best interests in all that I do.

Thanks to all of our NYSSEA volunteers and all of our members for everything you bring to make NYSSEA a better resource and community!

Humbly submitted,

A handwritten signature in blue ink that reads 'Phyllis Jo Kubey'.

Phyllis Jo Kubey, EA CFP® NTFI Fellow
President, NYSSEA

Members Licensed to Represent Taxpayers before the Internal Revenue Service

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22 Hidden Ridge Common, Williamsville, NY 14221

Board Report

1st Vice President

October 2021 Board Meeting

We are back with an in-person Conference, this year marks our 34th! A Special Thanks goes out to the numerous volunteers that have worked over these past months to make this happen. We have a great weekend planned with exceptional education, social gatherings, entertainment options and of course our Gala.

Since our last Board meeting in June, in my role as 1st Vice President, I have continued to support our President as needed, I have actively participated in all of the monthly Executive Board conference calls, supported the Conference Education Committee on an as needed basis, been a very active member of the Conference Committee assisting with logistics, managing the agenda, facilitating correspondence with Turning Stone, marketing and establishing the vendor area. Also, the Sponsorship Committee is thriving, has been actively receiving many new leads and was successful in signing up a nice group of companies. More detailed formation below.

Sponsorship Committee Update:

Since our June meeting I finalized and released the 2021 General Sponsorship Program. We have received a nice sign up of new Sponsors and several returning Sponsors. Thank you for supporting and promoting this program. Our current list of Supporting Sponsors is: RETURNING Companies: ADP, Gleim, TaxDome and The TaxBook. NEW Companies: ASTPS (American Society of Tax Problem Solvers), CMIT Solutions and IWS (Integrated Wealth Strategies). Due to conflicts and/or current conference budgets, only three of our Sponsors are going to be at Turning Stone (ADP, ASTPS and CMIT Solutions). As in the past, please take some time to visit their table and Thank them for their participation.

I want to acknowledge the great assistance I have received in working with and engaging these Sponsors from Norm Shaiman, Jay Shah and Rodger Always.

Also, continue promoting and sharing our TaxBook [Promo Code of 252](#), as well as let me know of any potential Sponsors; feel free to along our Sponsor Program information to the various vendors you utilize in your practice.

Sincerely,

Dan Coccia

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2nd Vice President Report

October 22nd 2021

As I began to prepare for this conference and sat down to write the various reports, I have been reflecting on our journey over the last year and a half, and how much we have had to learn and strategize to be able to take this organization to a new level. While COVID is among one of the worse things to have happened to us all as a country and to the world as a whole, I have tried to focus on all the positive changes that came about because of it. Just from a personal aspect, many of us have become closer with our family and friends. When we thought that we were not going to be able to visit them, we discovered zoom. We learned how to have virtual visits, virtual birthday parties, virtual funerals and for us at NYSSEA, virtual CE meetings that allowed us to reach so many more members than we were previously able to do before COVID. We have certainly stepped up and made what we were not able to achieve, achievable. I have to commend all the board and committee members for their untiring work and dedication to this organization. We are fortunate to be blessed with members that truly believe in NYSSEA and are willing to make the necessary sacrifices to see us grow and become an Affiliate to be admired.

I have been attending the various NAEA Affiliate leaders meetings and with the new format they have introduced where these meetings are being held on a smaller scale, I think they are going in the right direction. This last meeting held Monday October 18th was one of the most productive I have attended thus far. I believe there will be positive changes going forward since more of us will have the opportunity to voice our opinions and talk about the challenges we are facing. I think it is important to be part of these discussions and I will be taking every opportunity to be present at all the affiliate meetings.

I will be working on Brooklyn/Queens Chapter having an in person social gathering and hopefully we can make this a quarterly event. I do not see the need for us to meet on a monthly basis since I feel that the monthly CE meetings we are having is providing the education our members need. These monthly meetings takes the pressure off of the Chapters to provide CE classes and they can now try to work on the social aspects of interacting with our members. We will be providing the perfect balance our members need by giving them the education and the opportunity to socialize.

Sincerely,

Koreen Jervis

Koreen Jervis, EA
2nd V.P. NYSSEA

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NEW YORK STATE SOCIETY OF ENROLLED AGENTS
BOARD OF DIRECTORS MEETING

June 5, 2021

Zoom Teleconference

- Board of Directors Present: Phyllis Jo Kubey, EA President; Daniel Coccia, EA 1st Vice President; Koreen Jervis, EA 2nd Vice President; Vicki Hermann, EA Secretary; Linda Senke, EA Treasurer; Michael Lawrence, EA Immediate Past President; Jeffrey Gentner, EA Association Administrator; Jacquelyn Payne, EA Director at Large; Salvatore Candela, EA Director at Large; Lisa Cancellarich, EA Director at Large; James Otton, EA Director at Large; Eve Lansing, EA Director at Large; Karen Bair, EA Director Western; Rodger Alwais EA Director Nassau/Suffolk; Karen Bair, EA Director Western; Michele Eaton, EA Director Metro.
- Absent: Linda Twigg, EA Director at Large; Daniel Magrino, EA Director Brooklyn/Queens; Cosimo Borzumate, EA Director Central; Brenda Quinn, EA Director Capital; Mid-Hudson Valley & Lower Hudson Valley no one elected.
- Guests: Donald Rosenberg, EA; Carol Thompson, EA, Matt Meachem, EA, Makeeva Darden, EA.
- Call to Order: The Board Meeting of the New York State Society of Enrolled Agents was called to order at 9:34 AM by President Phyllis Jo Kubey, EA.
- Quorum: Fourteen of Twenty-One Board Members Present.
- Officer's Remarks: Phyllis Jo Kubey, EA President welcomed everyone to the meeting. Phyllis also stated that she planned on addressing the Conference, membership, and the Affiliate Council. She was glad to see everyone survived tax season again this year. Daniel Coccia, EA 1st Vice President stated he was glad that this crazy tax season was over and welcomed everyone. Koreen Jervis, EA 2nd Vice President stated that it was great being back together again. Vicki Hermann, EA Secretary state that she uploaded Frank Degen's class from January and that not much else is happening in the CE department. Linda Senke, EA Treasurer stated that she was sorry for the late financial reports. She also stated that all the insurances are up to date. Michael Lawrence, EA Immediate Past President stated that everyone should attend the Affiliate Council meeting that is coming up the following week.

Agenda: Agenda and consent agenda approved with the following items removed:

1. Conference Education Committee Report

Linda Senke, EA made a motion that we accept the minutes from the January 8, 2021 meeting. The motion was seconded by Daniel Coccia, EA. Motion approved.

Committee Reports: Phyllis Jo Kubey, EA stated that Mason Wristen, EA resigned from being the chairperson for the Government Relations Committee due to health reasons, and Michael Lawrence, EA is now the Chairperson.

Unfinished Business: Phyllis Jo Kubey, EA stated that the NYSSEA Employer/Employee contract is updated and the contract has been signed. Salary has been raised and we are now using QuickBooks payroll for our payroll system.

Phyllis Jo Kubey, EA stated that she is making a task force headed by Koreen Jervis, EA to see if live or virtual education is more preferred by our members.

Minnesota Legal Defense Fund the first payment has gone out and the second round will be going out soon via the mail.

Linda Senke, EA stated that the Budget has been hard to come up with because she was not sure if we would be having live events or virtual events for the coming year. She also stated that membership dues are slow coming in because of the problems at NAEA.

Michele Eaton, EA stated that the Governance documents/SOP review was on hold during Tax Season but they are now on the website and in Dropbox.

New Business: James Otton, EA gave an overview of where the Conference Education Committee stands regarding the speakers and topics for this year's conference.

There was a discussion about having both live and virtual classes with the chapter and the whole state.

Koreen Jervis, EA stated that we should market the conference heavily seeing as we are going to do a live conference this year.

Koreen Jervis made a motion that NYSSEA moves forward with a live conference as contracted with Turning Stone. We will offer an early bird price of \$495 for the conference until July 15, 2021. After that, we will increase the conference price to \$550-and we will go back to the Conference & Conference Education Committee to finalize the registration packet & any additional enticements for non-members. The motion was seconded by Daniel Coccia, EA. Motion approved.

Phyllis Jo Kubey, EA stated she appointed the Nominating Committee for 2021. The committee consists of Michael Lawrence, EA chairperson along with Kenneth Kohlhof, EA, and Ann Kummer, EA CPA.

Phyllis Jo Kubey, EA gave us an update about what is happening with NAEA with membership data, dues, and initiation fees all because of a new billing and database system at NAEA. She also stated that she contacted NAEA and they stated that they will be fixing the errors.

Unfinished Business: SOP review and update

Adjournment: The meeting adjourned at 12:08 PM.

Respectfully Submitted

Vicki Hermann, EA
Secretary

Next Meeting Friday, October 22, 2021.

Pending NYSSEA Board Approval

Phyllis Jo Kubey, EA, CFP, *President*
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22 Hidden Ridge Common, Williamsville, NY 14221

Treasurer's Report

October 16, 2021

Happy Fall, to all our Fellow EA's:

Glad to see the extensions behind us after another long and crazy tax season.

With input from the Finance Committee and some of our BOD members, we have closed the books for fiscal year ending June 30th, 2021. All our information has gone to the CPA at Allen Street Accounting to provide the on-time filing of our 990-EZ! He has confirmed that the tax return will be completed within a few days from the 14th of October. We should have a draft copy at our BOD meeting on the 22nd.

Again, thanks to Lisa Cancellarich, EA and Linda Twigg, EA for getting us on QBO, and Lisa for helping with Payroll set-up (also on QBO), and making sure all of our insurances are in compliance.

We have been using QBO for our automated payroll since January and it is working well! Also, all taxes deposits and quarterlies are also filed automatically through QBO.

Our reserve for the 2021 conference is still in place and we have a list of registered persons from 2020 that have prepaid back in 2019 and 2020 to put towards this year's October conference (Thanks to Koreen Jervis, EA). We have also learned to invoice sponsors and members through our PayPal account and provide EFT payments to vendors through QBO.

Since we received almost no budgets for 2021-22 Fiscal Year, and because of Covid 19 switch to mostly virtual, we will have to use information for expenses that was spent in the past, in estimating our budget numbers going forward.

See P&L statement and BS, attached.

Sincerely,

Linda Senke, EA
Treasurer, NYSSEA

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NYSSEA

Statement of Financial Position

As of June 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 PayPal	8,859.04
1011 State Checking - 2932	15,452.99
1013 Legal Defense Fund - 5434	12,509.61
1014 Cardella Scholarship Fund 5599	29,023.05
1017 BOA Savings (RES) - 7517	65,171.06
1020 BOA Savings - 7520	6,485.69
1094 BOA-Operating - 7494	41,306.82
Total Bank Accounts	\$178,808.26
Accounts Receivable	
1200 National Dues Receivable	10,540.00
Total Accounts Receivable	\$10,540.00
Total Current Assets	\$189,348.26
TOTAL ASSETS	\$189,348.26
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 Payroll Liabilities	
2200 Federal Payroll Liabilities	512.68
2250 FUTA Tax Liability	42.00
2300 NYS State Payroll Liabilites	216.12
Total 2100 Payroll Liabilities	770.80
2410 Conference Deposits	8,660.00
Total Other Current Liabilities	\$9,430.80
Total Current Liabilities	\$9,430.80
Total Liabilities	\$9,430.80
Equity	
3100 Temporarily Restricted Funds	
3150 Board Designated Fund	29,000.00
3160 Legal Defense Fund	10,000.00
Total 3100 Temporarily Restricted Funds	39,000.00
3200 Unrestricted Net Assets	121,695.22
Net Revenue	19,222.24
Total Equity	\$179,917.46
TOTAL LIABILITIES AND EQUITY	\$189,348.26

NYSSEA

Statement of Activity Comparison

July 2020 - June 2021

	TOTAL
Revenue	
4000 Program Income	
4100 Chapter Income	6,291.00
4200 Education	15,110.00
Total 4000 Program Income	21,401.00
4500 Membership Income	
4510 Dues - National	31,145.00
Total 4500 Membership Income	31,145.00
4600 NYSSEA Conference	
4610 Registration Fees	17,834.00
Total 4600 NYSSEA Conference	17,834.00
4800 Miscellaneous Income	
4810 Sponsorships	2,500.00
4820 Commission Income	1,126.80
4850 Franchise Cardella Fund	1,088.00
Total 4800 Miscellaneous Income	4,714.80
4900 Interest Income	57.04
Total Revenue	\$75,151.84
GROSS PROFIT	\$75,151.84
Expenditures	
5100 Education Seminars and Prog Exp	
5120 Program Speakers	1,050.00
Total 5100 Education Seminars and Prog Exp	1,050.00
5500 NYSSEA Annual Conference	
5520 Speakers	5,400.00
5590 Other Exps	5,309.28
Total 5500 NYSSEA Annual Conference	10,709.28
5800 Committee Expenses	
5810 Awards Committee Exp	365.55
5830 Membership Committee Exp	1,241.59
Total 5800 Committee Expenses	1,607.14
6000 Administrative & General Exp	
6050 Bank Service Charges	1,265.40
6100 Postage	60.20
6300 Office Supplies	117.49
6320 Licenses, Fees and Permits	500.00
6340 Communications Costs	1,724.13
6400 Training & Leadership Expenses	460.00
6760 NAEA Support	2,000.00

NYSSEA

Statement of Activity Comparison

July 2020 - June 2021

	TOTAL
6900 Executive Director	0.00
6910 Salaries Expense	26,547.98
6920 Payroll Taxes & Unemployment Ex	2,752.90
6930 WC, NYS DB & PFL	980.84
Total 6900 Executive Director	30,281.72
6980 Payroll Service Expenses	348.00
6990 Bookkeeping Services	5,806.24
Total 6000 Administrative & General Exp	42,563.18
Total Expenditures	\$55,929.60
NET OPERATING REVENUE	\$19,222.24
NET REVENUE	\$19,222.24

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Board Report

Meeting: October 22, 2021

Immediate Past President NYSSEA

To the Members of the Board:

Since our last Board meeting, I have attended each of the Executive Committee meetings and have been much involved with the NAEA Affiliate Counsel.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Michael E Lawrence, EA", is written over the typed name.

Michael E Lawrence, EA

Immediate Past President NYSSEA

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New York State Society
of Enrolled Agents

An affiliate of the National Association of Enrolled Agents

Report from the Association Administrator

October 22, 2021 NYSSEA Board Meeting

Since the June 2021 Board Meeting, in addition to my regular duties and responsibilities, I have been deeply involved with the NYSSEA CE Webinars, working closely with the Education Committee and President Kubey. We have held 3 very successful webinars since June 2021. We have had participants from all over the US and registrations have ranged from 69 – 150 for each. It is anticipated that our January 2022 Annual Tax Update will attract more than 150 participants.

Since we have been conducting these CE Webinars virtually (via ZOOM), there are a lot of behind-the-scenes pieces to put together in order to have a successful CE event. Once the speaker has been identified and contracted, my responsibilities include:

- Creating eblasts and online registration (including ZOOM registration and set-up)
- Promoting the events on social media and our web site
- Recruiting “wranglers” to help monitor the chat and Q&A during each webinar (including registering the wranglers as panelists, along with the speaker and other presentation guests)
- Ensuring that the speaker is comfortable with the ZOOM/Webinar platform (including offering “rehearsal” sessions)
- Creating the CE Webinar digital Evaluation Form (link to be provided at the event and in an email following the webinar)
- Ensuring that registrants have the correct ZOOM link and handouts for the event (a minimum of 4 emails go out just prior to each event)
- Creating or entering the polling questions specific to each webinar
- Collecting and analyzing the Attendance and Polling Reports after each CE Webinar Event
- Preparing CE information for the NYSSEA Secretary, Education Chair and for Bob Katz (who sends out the CE certificate emails)
- Ensuring that the Secretary has all the records required for IRS CE (Speaker information, Promotional Material, Handouts, CE Attendance Reports, copies of all CE Certificates issued, and Evaluation Results)
- Placing all materials into a secure DropBox Folder for safekeeping

I am currently working with the Education Committee on three upcoming CE Webinar Events – November 4, 2021: Common Filing Errors and Understanding the Exam Processes (with Kelly Myers, MBA, EA), December 16, 2021: Disaster Loss Updates (with Carol Thompson, EA), and January 12, 2022: Annual Tax Update (with Frank Degen, EA, USTCP). More to come...

Although I have been acting as the host for these events, I could not do it as successfully if it was not for the willing volunteers (wranglers) that step up each time to assist with the Q&A and comment areas during the webinar. I could not do it without them!

Other Activities

1. Gathered, edited and combined all Board and Committee Reports for the October 2021 Board Meeting
2. Worked with the Conference Committee in preparing, promoting, and administering the Conference Registration materials
3. Participated in the monthly Executive Board telephone meetings
4. Communicated via telephone or email with various Board Members on activities, concerns and/or procedural clarifications
5. Created and distributed 25 E-Blasts since the June Board Meeting (not including multiple eblast promoting CE Webinars and the Annual Conference)
6. Monitored the NYSSEA Facebook Group and Page and invited members to participate
7. Posted to the NYSSEA Facebook Page and Group 18 times since the June 2021 Board Meeting
8. Learned how to use Canva online software to design promotional materials for CE Webinars and the Annual Conference
9. Set up three CE Webinar Events, including registration and eblast invitations
10. Maintained the “Latest News” area on the website home page
11. Met virtually (monthly) with President Kubey
12. Worked closely with Sponsorship Chair (Dan Coccia, EA, CMA) to ensure that we are meeting our contractual obligations with our sponsors
13. Worked with the Awards Committee and the Conference Committee and coordinated the purchase of the 2021 Award plaques and member badges
14. Replaced/redesigned all NYSSEA materials and web site with the new NYSSEA Logo (which coordinates with the new NAEA branding) - NOTE: New Logos are available in the Shared Folder in DropBox.
15. Met with President, 1st VP, and IPP for my annual evaluation (September 8, 2021)
16. Updated the NYSSEA Installation Script and sent it to Betsey Buckingham, EA, who will do the installation at our banquet (October 24, 2021)

NYSSEA Board Members and Committee Chairs continue to use the **NYSSEA Board – Shared Folder** in **Dropbox**. Currently in the **NYSSEA Board – Shared Folder** you will find the most current Expense Voucher, Event Report Form, Motion Form and the NYSSEA Logos, updated NYSSEA Board Letterhead and a 2020-2021 Board Misc. folder, which contains the 2020-2021 Board Contact Information roster and the 2020-2021 NYSSEA Board Meeting Timeline document. There are also folders containing the most current SOPs and Policies, current Bylaws and Board Packets. I will continue to keep these updated.

REMINDERS:

1. When using any of the documents included in the DropBox, please remember to DOWNLOAD the document so that you can edit/change it to meet your needs. When you are finished, be sure to save it to you DESKTOP – not back into the DropBox, since this will alter the generic document in the DropBox. This happened twice recently. When preparing your reports for the Board Meeting, DO NOT place them into the DropBox. Attach the reports to an email and send them to me.
2. When NYSSEA Chapters elect new officers, please provide me with ALL the necessary information to update the website (full name, full address, phone numbers (including FAX, if applicable), elected position and a recent professional photo, if available)
3. As NYSSEA Association Administrator, I created an exclusive email address so that all pertinent correspondence would be centrally located. Please do not use any other email address for me other than: jgentner@nyssea.org. I will accept no responsibility for email sent to any other address.

Respectfully submitted,

Jeffrey R. Gentner, EA
Association Administrator
NYSSEA
October 2021

Phyllis Jo Kubey, EA, CFP, *President*
Daniel L Coccia, EA, CMA, *1st Vice-President*
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Contact:
Jeffrey R Gentner, EA, *Executive Director*
Email: jgentner@nyssea.org
Phone: 716-616-0104
Web Site: nyssea.org

22 Hidden Ridge Common, Williamsville, NY 14221

October 18, 2021

National has finally begun to send membership lists on a more regular basis. There are still problems with the information but we are making changes and correcting the information once we receive it. Most of the new members have no address information other than an email for us to connect with them. We sent the attached email to these new members and they sent us their information. We sent twenty-six new member packets out in the last few weeks which represents three months of new members. The Membership Committee offered a New Member Meet and Greet via Zoom on June 24th. We had two new members attend and were very pleased to make the connection with our team. We are going to try offer another meeting before the end of the year.

Respectfully Submitted,

Lisa Cancellarich, EA

Members Licensed to Represent Taxpayers before the Internal Revenue Service

I want to welcome you to the NYSSEA! I hope you find your membership with us valuable, personally and professionally. Please let me know your current mailing address and phone number so that I can send you your NYSSEA membership packet, which includes your membership certificate, information on upcoming NYSSEA events, and details about our eight chapters. I highly encourage you to join an NYSSEA Chapter. I have listed them so you can decide which Chapter best fits with your home location. You can, of course, affiliate yourself with more than one Chapter.

Brooklyn/Queens
Capital
Central
Lower Hudson Valley
Metro
Mid-Hudson Valley
Nassau/Suffolk
Western

We are proud and pleased to announce that we are having our 34th Annual Conference LIVE, with Covid Compliance Restrictions this year at Turning Stone Casino in Verona, NY, October 22 – 25, 2021. We hope you find the time to attend. Please check our website <https://nyssea.org/> for announcements of upcoming **in-person meetings and/or webinars**. Because we know you're busy, and might not have time to fit in a website visit, we want to be sure you know that we have a terrific webinar coming up on September 29th featuring Robert Kerr, EA presenting on IRS Math Errors and Taxpayer Rights. It's \$25 for NAEA/NYSSEA members, and you can register here:

<http://events.r20.constantcontact.com/register/event?llr=7blrmrbab&oeidk=a07eihdahsxf16633ff>

If at any time you have questions about NYSSEA, we'll be happy to help. Just reach out to any, or all, of us by using the contact info below:

- Phyllis Jo Kubey, EA, CFP, NTPI Fellow, President - president@nyssea.org
- Daniel L Coccia, EA, MA, 1st Vice President – dcoccia@aol.com
- Koreen Jervis, EA, 2nd Vice President – koreen@korjetax.com
- Lisa L Cancellarich, EA, Membership Chairperson – membership@nyssea.org

We are excited to have you as a part of our growing membership of tax experts and appreciate your support and involvement with NYSSEA!

Please visit our website at <https://nyssea.org/> and connect with us on our Facebook page at <https://www.facebook.com/groups/308634036248657> and our Google Group [NYSSEA Tax Questions Google Group https://nyssea.org/google-group/](https://nyssea.org/google-group/)

Please excuse our delay in reaching out to you; we have been awaiting the completion of NAEA's membership reporting system upgrade.

If you have any questions, please feel free to reach out to me at any time.

Welcome to our Community,

Lisa Cancellarich, EA

Phyllis Jo Kubey, EA, CFP, *President*
Daniel L Coccia, EA, CMA, *1st Vice-President*
Koreen Jervis EA, *2nd Vice-President*
Lynn Senke, EA, *Treasurer*
Vicki Hermann, EA, *Secretary*



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2021 CONFERENCE EDUCATION COMMITTEE REPORT

October 2021

To the Members of the NYSSEA Board:

The Conference Education Committee has met regularly through the summer and fall to ensure that the speaker and presentation details are being attended to.

We have ensured that speaker bios, course outlines, hotel and travel requirements, and presentation slides and handouts have been received on a timely basis.

The electronic Conference handbook, with sponsor ads, has been compiled and reviewed.

The Conference “help desk” will be staffed by both the attorneys from Andreozzi Bluestein as well as by New York State Department of Taxation and Finance. NYSDTF will also provide an information booth in the vendor area.

In an attempt to broaden our reach to new Conference speakers, I have attended virtual education webinars presented by the EA Societies in New Jersey, Georgia, and Louisiana. We have compiled a list of approximately 12 speakers who may be considered as speakers at future NYSSEA conferences.

Our “Call for Speakers” and “Speaker Contracts” documents have been updated, and should make the coming year’s efforts more efficient.

It has been a pleasure to work with the Committee co-chair and with the members of the Committee this past year.

Respectfully submitted,

Jim Otton EA

Members Licensed to Represent Taxpayers before the Internal Revenue Service

Phyllis Jo Kubey, EA, CFP, *President*
Daniel L Coccia, EA, CMA, *1st Vice-President*
Koreen Jervis EA, *2nd Vice-President*
Lynn Senke, EA, *Treasurer*
Vicki Hermann, EA, *Secretary*



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BROOKLYN/QUEENS CHAPTER REPORT

October 15, 2021 Board of Directors Meeting

President: Koreen Jervis, EA
Secretary: Aubrey Chichester, EA
Treasurer: Sofia Sierra, EA
Chapter Rep: Daniel F. Magrino, EA

As is the case with all our chapters and other associations in our field, we have not had any in-person meetings to date, nor are any scheduled for the near future. We continue to support the live Webinars, hoping for their success as we wait for our members and constituents to feel comfortable enough to once again attend live meetings. However this doesn't mean the Brooklyn Queens chapter was completely idle since our last report.

Once again, our president ran two charity events towards the end of the summer. The Make a Smile Foundation back-to-school shopping spree was held on July 25th with forty children from the Brooklyn Scholars Charter School and on August 29th with thirty nine children from Queens Public School 34. The events are a back-to-school shopping spree for underprivileged children. They are held at the local Target store, which also contributes to this cause. Children are accompanied by volunteers through the store, where they select items for the upcoming school year. This was the eighth year the events were held and were a great success.

We would like to send out a special thank you to Lisa Cancellarich from Nassau/Suffolk Chapter for volunteering at both sprees. We truly appreciate your support. Going forward we intend to make this annual event a NYSSEA Chapter event and not just a Brooklyn/Queens Chapter event.

Upcoming will be our Holiday Spree in December and we will be sending out information when we have confirmed the date.

Respectively Submitted on October 15th, 2021

Daniel F, Magrino, EA
Chapter Representative
Brooklyn-Queens Chapter of the NYSSEA

New York State Society of Enrolled Agents
Capital Region Area Chapter
61 Rowland Street, Suite #206
Ballston Spa, NY 12020-1135

October 16, 2021

Chapter Report

To the Board of Directors:

As of right now, unfortunately we are still a dormant chapter. As president of the chapter, I am looking to revitalize our chapter within the next few months.

To that end, I will be looking (hopefully at conference in person) to our other area members to step-up and consider assisting with this by way of offering to serve as VP and Secretary locally and Chapter Rep (to the Board of Directors).

I am open to any assistance available for the Board or any member that is willing to help or offer suggestion.

I have received all the chapter records for our Beloved Past Chapter President Brenda Quinn and would like to take this opportunity to thank her for the untold many years of service to Capital Area Region Chapter! We love You Brenda!!!

Respectfully,



Eve M. Lansing, EA

Chapter President & Acting Chapter Representative

Phyllis Jo Kubey, EA, CFP, *President*
Daniel L Coccia, EA, CMA, *1st Vice-President*
Koreen Jervis EA, *2nd Vice-President*
Lynn Senke, EA, *Treasurer*
Vicki Hermann, EA, *Secretary*



Contact:
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22 Hidden Ridge Common, Williamsville, NY 14221

NYSSEA – METRO CHAPTER REPORT for October 22, 2021 Board meeting

Officers:

Emilie Archambeault, EA, CFP, President	James Otton, EA, Vice-President
Michael D. Meyer, EA, Secretary	Fangxia Lin, EA, Treasurer
Michele Eaton, EA, Chapter Representative	

October 22, 2021

As pandemic meeting restrictions continue, there is minimal chapter-specific activity to report, as state-wide virtual education offerings have supplanted local live education. However, chapter president Emilie Archambeault, EA has organized informal, outdoor chapter meetings: a breakfast meeting July 15 with 7 attendees, and a dinner meeting September 12 with 11 attendees. There were 4 or 5 new people at each event. Emilie also continues to circulate NYSSEA e-notices that may be of interest to the members of Metro Chapter.

We continue to hope for in-person sessions to be able to resume, as many of our members have expressed a preference for in-person meetings; however, until a venue that we are comfortable with is found, we will continue with the combination of informal outdoor meetings (weather permitting) and statewide virtual education.

This is the end of my 4-year term as Metro Chapter Representative. Two possible replacement candidates for the position have been identified and the Board will be apprised of the new Chapter Representative after elections have been held.

It has been an honor to serve the Metro chapter and to participate on the NYSSEA Board.

Respectfully submitted,

Michele Eaton, EA

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Michael Lawrence, EA, *President*
Handel Edwards, EA, PhD, *1st Vice-President*
Phyllis Jo Kubey, EA, *2nd Vice-President*
Salvatore P. Candela, EA, *Treasurer*
Vicki Hermann, EA, *Secretary*



Contact:
Jeffrey R Gentner, EA, *Executive Director*
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Nassau / Suffolk Chapter Representative

Rodger Alwais, EA

Board Meeting October 2021

To the members of the board:

We are trying to define the new normal.

Lots of questions and changes.

There is lots to look forward to, but we still don't know what it will look like.

Will we get back to in-person meetings – blended with zoom attendees? Will we have chapters – is there a need for a local organization – how will that work? What is the chapter's purpose – awareness, charity...

We are getting support inside and outside of New York. We have participated in seminars put on by other EA States – NJ, VA and others. We have had seminars from other organizations such as Agostino & Associates and others.

There are benefits and downsides to virtual meetings; they are convenient, cost effective, but are impersonal and can be cliquish. You don't get to meet others in our field.

I await instructions from the Government Relations Committee.

Have you taken the opportunity to meet with our sponsors? I do know that ADP is again a Gold Sponsor of our Conference. ADP will go the extra mile to help you as there are many opportunities where ADP has resources unavailable to us as individuals or small companies. I continue to find prospects for our Sponsorship Program.

I am assisting with Conference – it will feel very different – it has been a while, and will be a success.

Looking to assist with issues that arise from time to time, so that we might better improve NYSSEA.

Sincerely,
Rodger Alwais

Members Licensed to Represent Taxpayers before the Internal Revenue Service

**New York State Society of Enrolled Agents
Western New York Chapter**

Activity Report for Presentation at the Oct 2021 Board meeting

Karen L Bair, Chapter Representative
Dan Coccia, Chapter President
Raechel Taddei, Chapter Secretary

Chapter Meetings:

Western held a Social Gathering on Thursday, September 9, 2021 @ 5PM. The venue was a local establishment who had outdoor accommodations.

The theme of the event was purely social and a way to reconnect the membership in person.

Although there was 18 who expressed interest, only 5 were in attendance. We had great conversation, great food....and drink. We discussed a range of topics including practice management issues, software, client communication, and IRS and NYS notices.

There are no further events scheduled at this time.

Prepared by Karen Bair, Chapter Representative, October 15, 2021

Phyllis Jo Kubey, EA, CFP, *President*
Daniel L Coccia, EA, CMA, *1st Vice-President*
Koreen Jervis EA, *2nd Vice-President*
Lynn Senke, EA, *Treasurer*
Vicki Hermann, EA, *Secretary*



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CE Upload Committee

October 16, 2021

To the Members of the Board:

Since our last meeting I have been busy with CE uploading and obtaining course numbers for the different course offered online. I have also found out the renewal fee for the upcoming year has increased \$675. The renewal has to be completed by December 31, 2021. I will be obtaining a course number for Frank Degen's update course in January at the same time.

As chair of this committee, I feel it is my duty that I should get all the course number for courses presented at the state level and I will be the one to upload the course attendees to the IRS.

Sincerely,

Vicki Hermann, EA
CE Uploading Chair

Members Licensed to Represent Taxpayers before the Internal Revenue Service

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Koreen Jervis EA, *2nd Vice-President*
Lynn Senke, EA, *Treasurer*
Vicki Hermann, EA, *Secretary*



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Board Report

Meeting: October 22, 2021

Nominating Committee Report NYSSEA

To the Members of the Board:

As Chair of the Nominating Committee, I present the slate for the governance year 2021 – 2022:

President - Phyllis Jo Kubey, EA
1st Vice - Dan Coccia, EA
2nd Vice - Koreen Jervis, EA
Treas - Lynn Senke, EA
Sec - Vicki Hermann, EA
Director-at-large - Jay Shah, EA
Director-at-large - Raechel Taddei, EA

The Nominating Committee was under the impression that we had only two open Director-at-large positions to fill, so presented only two candidates. Since then, we have learned that there was another open position. Since the slate had already been presented, the open position must be filled by nominations from the floor.

Respectfully submitted,

Michael E Lawrence, EA

Nominating Committee Chair

Members Licensed to Represent Taxpayers before the Internal Revenue Service

18 October 2021

NYSSEA Board

Awards and Scholarship Committee Report

The Education Committee, using email was able to pick the Cardella Scholarship winner. After reviewing the five applicants, we agreed to award Juan M Diaz, Jackson heights, NY. I notified him that afternoon of his award and reviewed the using of the reward with him.

On September 30th, we met via Zoom and reviewed the applicants submitted for the three member awards. The names were turned over to Jeff Gentner, EA so he could order the plaques.

We will be asking the nominators to read their letters (if they wish to) and to present the plaques at the meeting.

All nominations for the Cardella Scholarship were submitted blindly to the committee. Prior to next Junes meeting the Committee hopes to get together to firm up the requirements for the award.

This year we had a better participation amongst the membership for the recognition awards. The process works much better when we have the outside help of the members.

If you participated in the selection process, thank you. If you didn't, please keep in mind that without your help and selections, the Committee cannot do this fairly.

Respectfully submitted,

Judy M Strauss, EA, Past President

Roger Alwais, EA Board Member

Cos Borzumate, EA

Jeffrey Gentner, EA Extra Helper

Phyllis Jo Kubey, EA, CFP, *President*
Daniel L Coccia, EA, CMA, *1st Vice-President*
Koreen Jervis EA, *2nd Vice-President*
Lynn Senke, EA, *Treasurer*
Vicki Hermann, EA, *Secretary*



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Governance Committee

Board Report

October 22, 2021

On August 25, 2021, NYSSEA President Phyllis Jo Kubey and the Governance Committee held a zoom meeting on the following topics:

- reviewed the NYSSEA Bylaws and PPM to determine the feasibility of providing hotel rooms the night of October 21 at Turning Stone for Board members coming from long distances to attend the October 22 board meeting.
- discussed the status of the Governance committee's review of SOPs. Regarding SOP's, Michele Eaton is reviewing NYSSEA's permanent documents to ensure that the most up-to-date versions of SOPs are there. Board members and committee chairs should review their respective SOP's to better understand the responsibilities of their positions.

Respectfully submitted,

Michele Eaton, EA and Barbara MacDonald, EA, Co-Chairs
Kenneth Kohlhof, EA, committee member

Members Licensed to Represent Taxpayers before the Internal Revenue Service

Phyllis Jo Kubey, EA, CFP, *President*
Daniel L Coccia, EA, CMA, *1st Vice-President*
Koreen Jervis EA, *2nd Vice-President*
Lynn Senke, EA, *Treasurer*
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Conference Chair Report

October 22nd 2021

The planning of this year's conference has been the most challenging thus far, which was mainly due to COVID and all the uncertainties, along with a new venue and having to learn their process of how they conduct business. I am happy to say that despite the challenges, we have all had to adapt and I feel that it has made us a much stronger team. We have certainly rallied together and overcome them, and I am very excited for what the weekend will bring.

We have a total of 68 registered attendees of which 10 are attending for the first time. In 2019 we had 87 total of which 12 were first timers. Total revenue is \$35,900.50 and based on our estimated expenses, I am not expecting us to come out ahead this year due to the fact that our numbers are down, conference fees are down and Turning Stone is a more expensive venue. Fortunately for us, we have the resources to cover our short fall and hopefully we can rebound in 2022 which I foresee as doable. We did have four of our attendees cancel due to our COVID requirements, but we managed to add an additional three first time attendees in response to the bring a friend discount we offered. This was a great suggestion put forth by the conference committee and I think we should make a similar offer for future conferences. I can see more people taking advantage of this if it is offered at the initial time of registration.

We continue to see more of our attendees coming from upstate which is more convenient for them. We have the Western Chapter leading with 18 attendees followed by Capital with 16 and Metro 12. These attendees continue to be the same ones that have supported us for many years and the challenge continues to be how to get new people to attend conference. This is not just a NYSSEA dilemma but I believe it is the same for NAEA as well. I think we have been doing a good job of reaching out to our members, but as the saying goes "you can lead them to water but you cannot make them drink". In my 2019 report I had mentioned that we should reach out to companies about sending their employees. I think we should seriously consider this. Our goal however for this weekend is to ensure our attendees to have a great experience and they see the value of attending our conference each year. I know that we will be able to achieve this due to our great education line up and fun activities planned.

Sincerely,

Koreen Jervis, EA
Conference Chair

Committee Members: **Rodger Alwais, EA Daniel Coccia, EA Norman Shaiman, EA Jay Shah, EA**

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