



**CalCPA EDUCATION  
FOUNDATION**

Board of Trustees

Nomination Information  
and Application

CalCPA Education Foundation  
Greg Burke, CPA, Chair,  
Nominations & Leadership Development Committee  
c/o: Cheryl Smith, Executive Assistant  
1710 Gilbreth Road  
Burlingame, CA 94010

**CalCPA Education Foundation**  
Board of Trustees  
Nomination Information and Application Packet

## Nomination Guidelines

The Nominations & Leadership Development Committee for CalCPA Education Foundation is now soliciting candidates for leadership positions for the Education Foundation Board of Trustees. Trustee positions as well as officer positions need to be filled.

Interested nominees must complete a packet that includes the following:

1. An application containing:
  - Position(s) Sought
  - Biographical Information
  - Educational Background
  - Professional Background
  - CalCPA, Chapter or Education Foundation Activities
  - Community Service/Volunteer Activities
2. Photo
3. Letters of recommendation, preferred

Each candidate is encouraged to submit as much information as possible to aid the committee in selecting the best candidates. Additional information regarding candidate qualifications may be attached to the application/resume.

The Education Foundation Nominations & Leadership Development Committee will meet on January 20, 2017. The committee report will be filed with the secretary of the Education Foundation no later than 60 days prior to the Annual Meeting. Formal election of candidates will be held at the Education Foundation Annual Meeting on June 21-22, 2018.

*All information/materials should be sent to the committee chair at the address below **no later than 5:00 p.m. December 1, 2017.***

California CPA Education Foundation  
Greg Burke, Chair, Nominations & Leadership Development Committee  
c/o: Cheryl Smith, Executive Assistant  
1700 Gilbreth Road  
Burlingame, CA 94010

If you have questions, please contact Cheryl Smith, at (650) 522-3102, or via e-mail, [cheryl.smith@calcpa.org](mailto:cheryl.smith@calcpa.org).

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## Criteria for Nomination

### Recommended Trustee Characteristics

- Member of CalCPA
- Proven leadership skills
- Understands the importance and benefit of continuing education for the profession
- Has demonstrated good business insight through one or more of the following roles
  - Decision maker in firm or company
  - Manager of people/human resources
  - Managing partner
  - Chief financial officer
  - Managing consultant
  - Educator

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**2017-18 Nominations & Leadership Development  
Committee Members**

Greg Burke - <b>CHAIR</b> <i>(Foundation Past President)</i>	Gregory M. Burke, CPA AC 3426 American River Drive, #A Sacramento, CA 95864 ph: 916-972-1943 fax: 916-915-1215 greg@gregburkecpa.com
Charlie Osaki <i>(Foundation Immediate Past President)</i>	Squar Milner LLP 4100 Newport Place Drive, #600 Newport Beach, CA 92660 ph: 949-222-2999 fax: 949-222-2989 cosaki@squarmilner.com
Andy Mintzer <i>(CalCPA Past Chair)</i>	Hemming Morse LLP 507 Marguerita Avenue Santa Monica, CA 90402 ph: 213-228-8184 fx: 310-496-2914 mintzera@hemming.com
Arthur Moye (Year 2 of 2) <i>(Elected for a two-year term by the members of the Foundation at the Annual Meeting)</i>	Full Circle Brewing Co 620 F Street Fresno, CA 93706 Ph: 559-264-6323 arthur@fullcirclebrewing.com
Kristen Contreras (Year 1 of 2) <i>(Elected for a two-year term by the members of the Foundation at the Annual Meeting)</i>	Resources Global Professionals 295 Lenox Avenue, Apt. 304 Oakland, CA 94610 Ph: 818-383-5003 kcontreras@rgp.com

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## Board of Trustee Roles and Responsibilities

The members of the Foundation Nomination & Leadership Development Committee nominate trustees to serve on the board for a one- or two-year term. A trustee may be elected to serve two additional two-year terms for a total of six years.

### Trustee Position

The trustees of the Foundation have the following duties and responsibilities:

- Set policy.
- Attend and participate in the regularly scheduled Board of Trustees meetings (September, January, and May), the Annual Meeting of the Foundation held each year in conjunction with the CalCPA Annual Meeting in June and other meetings of the board which are necessary to conduct the business of the Foundation. Attendance at Board of Trustees meetings, standing committee meetings and assigned task forces is required. *It is understood that business or personal obligations may occasionally interfere. Absence at more than two consecutive meetings may result in removal from the board as outlined in the bylaws.*
- Review results of Foundation operations.
- Serve on assigned committees or task forces.
- Attend Foundation events and utilize products, to have a better understanding of the organization, communicate and assist in keeping communication lines open between the Education Foundation and its customers, instructors and speakers and provide feedback to staff.
- Sign a confidentiality policy.
- Sign a conflict of interest policy.

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**Board of Trustees Time Commitment**

**Trustees**

<b><u>Required Activities</u></b>	<b><u>Number of Days</u></b>
Board of Trustees orientation	1
Board of Trustees meetings	3
Annual Meeting	2
<b><u>Ad hoc Activities</u></b>	<b><u>Number of Days</u></b>
Task Force meetings, conference calls, and other activities	2
TOTAL ESTIMATED TIME COMMITMENT	9-11 days

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## **Reimbursement Policy**

### **Transportation**

Transportation costs to attend Trustees' meetings will be reimbursed at coach airfare or the appropriate mileage rate approved by the IRS. Trustees' meetings include the three regularly scheduled meetings in September/October, January, and May. In addition, Officer and Trustees' orientation meetings and the Foundation Annual Meeting will be covered by this policy. Meeting dates are set in advance so that Board members can take advantage of advanced purchase savings. Since the meetings are held throughout the state or in nearby states, Board members will usually fly at least twice a year. Transportation costs for spouses or guests to attend any meetings will not be reimbursed. Trustees will be reimbursed for taxi or shuttle costs. Car rentals should not be necessary.

### **Meals**

All travel related meals are reimbursed for Board of Trustee members. The Foundation will cover the cost of spouse/guest dinner on the night preceding the board meeting only.

### **Accommodations**

Hotel room costs for regularly scheduled trustee meetings will be charged to the master account and Board members will be asked to pay for individual miscellaneous charges upon checkout. Hotel sleeping room reservations will be made in advance for each Board member. The reservation will be guaranteed for late arrival.

### **Reimbursement Forms**

Trustees must request reimbursement. The reimbursement forms will be available at all meetings.

### **Questions**

If you have any questions or require any assistance, please contact Cheryl Smith, Executive Assistant, at (650) 522-3102, or via e-mail, [cheryl.smith@calcpa.org](mailto:cheryl.smith@calcpa.org).

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<h2 style="margin:0">2018-19 Biographical Information Form</h2> <h3 style="margin:0">Nomination Application</h3>
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This information should be submitted with a photo no later than 5:00 p.m. **December 1, 2017**  
California CPA Education Foundation  
Greg Burke, CPA, Chair, Nominations & Leadership Development Committee  
c/o Cheryl Smith, Executive Assistant  
1710 Gilbreth Road  
Burlingame, CA 94010

**Position Sought**

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Please indicate which position(s) you are interested in:

- President (1-yr term)
- First Vice President (1-yr term)
- Vice President (1-yr term)
- Treasurer (1-yr term)
- Trustee (1- or 2-year term)

**Biographical Information**

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Name (please print)	CalCPA Membership ID #
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Firm Name	Phone	Cell
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Address	City	State	Zip
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E-mail

**Education Background**

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Undergraduate School	Years	-
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Graduate School	Years	-
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Other Education	Years	-
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CPA Certified	State	Years	-
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Other Certificate(s)	State	Years	-
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Other Certificate(s)	State	Years	-
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**Professional Background**

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Dates (from-to)	Company	Position
____ - ____	_____	_____
____ - ____	_____	_____
____ - ____	_____	_____
____ - ____	_____	_____
____ - ____	_____	_____
____ - ____	_____	_____
____ - ____	_____	_____

**CalCPA, Chapter or Education Foundation Activities (including instructors)**

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Dates (from-to)	Description of Service
____ - ____	_____
____ - ____	_____
____ - ____	_____
____ - ____	_____
____ - ____	_____
____ - ____	_____
____ - ____	_____
____ - ____	_____

**Other Community Service/Volunteer Organizations**

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Dates (from-to)	Description of Service
____ - ____	_____
____ - ____	_____
____ - ____	_____

Please indicate on a separate piece of paper how your unique skill set would contribute to achieving the Education Foundation's mission of providing continuing education and information to CPAs and other accounting professionals to help them achieve their goals. Also comment on why you are seeking this (these) position(s) and what special contributions you can make or have made.

**This Form is for the CalCPA Education Foundation Nominations Only.**