
The General Ledger

COPAS of Oklahoma City Newsletter



September 2004

www.copasokc.org

Editor: Jenni Boyce
Email: OKCnewsletter@copas.org



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Board of Directors
Committee Chairs

Committee Meeting Information

- 3 pm – **Small Oil and Gas Companies Committee**
Chapter Room
- 4 pm – **Audit Committee**
Board Room
- 4 pm – **Joint Interest Committee**
Board Room
- 4 pm – **Revenue Committee**
Chapter Room

- 5 pm – **Registration / Social**
Veranda Terrace Room
- 6 pm – **Technical Session**
Veranda Terrace Room
- 7 pm – **Dinner**
Veranda Terrace Room

Meetings held at the Waterford Marriott at Penn and NW 63rd

It's COPAS-OKC Kick-Off Week!

Tuesday, September 21

Committee Meetings
Technical Session and Dinner

Wednesday, September 22

Oklahoma Severance Tax Seminar

Friday, September 24

Annual Golf Tournament
Coffee Creek Golf Club

Technical Session Information

September 21, 2004

Guest Fee: \$25

Speaker: Wade Brawley, Land Administration Manager at Chesapeake Energy, will present the "**Basic Land Process in Drilling a Well**", including review of the various types of land ownership, legal descriptions and the steps

involved in land to get a well proposed and drilled. Special emphasis will be placed on land functions and their relationships to agreements, spacing, pooling, location exceptions, increased density, etc.

Dinner Menu: House salad w/ dressing, tender roasted pork loin w/ pineapple kiwi salsa, seasonal vegetable, fresh rolls w/ sweet creamery butter, carrot cake, freshly brewed coffee (decaffeinated available), and iced tea.

President's Message

Welcome to **COPAS-OKC for 2004-2005!** Whether you are a "new" member, or a "renewed" member, we hope to help you make your membership prove to be valuable in your professional development. Due to our great success last year with our new location, we will continue to hold meetings this year at the **Waterford Marriott Hotel.**

September will be a very busy month for COPAS-OKC. September 17 will be our Leadership Workshop for our Committee Chairs and Board of Directors. We have several new Committee Chairs this year, and I would like to thank them for volunteering their time.

On September 22, the Education Committee will co-host with the Tulsa Society the Oklahoma Severance Tax seminar at the University of Central Oklahoma. For more information, see the Education Committee's report below.

The annual golf tournament will be held at Coffee Creek on Friday, September 24. The Golf Committee, chaired by Jean Hale (Dominion), has worked really hard putting together what will be a great tournament. They have recruited several sponsors such as Chesapeake Energy, BJ Services, Baker Hughes, Dominion to name a few - to provide us lunch before, drinks during, and dinner after the tournament. The theme this year is a "Poker Theme," and there will be plenty of opportunities for participants to win gifts throughout the day along with our normal door prize drawing held at the conclusion of the tournament. So, please come out and join us for a great time!

The Fall 2004 National Meeting will be held in San Antonio the week of October 18-22. We will have available at our first meeting copies of the voting items for the National Meeting. We will vote on these items at our October 12th meeting (a sample ballot is enclosed in this newsletter.) One of the voting items for the National COPAS meeting will be the election of new Directors for the National Board. The COPAS-OKC Board of Directors has chosen to nominate our own Ex-Officio, Barb Koch.

If you are unable to attend the meeting in September, you may obtain a copy of the voting items by contacting Jean Hale at jean_e_hale@dom.com.

Your board and committee chairs have been working through the summer planning for the upcoming year. The next time you see a board member or committee chair, please take a moment to thank them for their hard work and effort to help make COPAS of Oklahoma City a success!

You will realize the greatest benefit from our organization with your **active participation!** I challenge you to expand your involvement in COPAS this year, and volunteer or attend a committee of your choice!

Roger

COPAS News:

June 2004

The Oklahoma City Board submitted Barbara Koch as a nominee for the national board elections in October.

July 2004

****NEW**** At the national level, we now have the ability to use an alternate address for mailings including **ACCOUNTS**. The alternate address is maintained on the national website, but is not available for viewing. If you have experienced problems in the past receiving your quarterly **ACCOUNTS** magazine, you may want to consider receiving mailings at your home address.

September 2004

Congratulations to **Devon Energy Corporation**, the corporate recipient of the *Energy Advocate of the Year Award* for this year!

The September issue of *ACCOUNTS* will be mailed on September 16. Contact EditorVChair@copas.org if you have not received your copy by the end of the month.

Remember to visit the website at www.copasokc.org for current information on COPAS of Oklahoma City events.



Tuesday, September 21
Society Meeting, Evening

Wednesday, September 22
Oklahoma Severance Tax Seminar
University of Central Oklahoma
(*form enclosed*)

Friday, September 24
Annual Golf Tournament
Coffee Creek
(*entry form on website*)

Tuesday, October 12
Society Meeting, Evening

October 18-22
Fall 2004 National Meeting
San Antonio, Texas
(*entry form on website*)

Tuesday, December 7
Society Meeting, Holiday Luncheon

January 27-28, 2005
Winter Meetings – Audit, Joint Interest
Irving, Texas

Tuesday, February 15, 2005
Society Meeting, Evening

Tuesday, March 22, 2005
Society Meeting, Evening

Tuesday, April 19, 2005
Society Meeting, Evening

April 25-29, 2005
Spring 2005 National Meeting
Corpus Christi, Texas

May 17, 2005
Society Meeting
Employer Appreciation Luncheon

May 2005 – UCO
Education Day

Martindale Consultants, Inc.
Cordially invites you to attend an

Open House

*Please come and tour our new office
and
Enjoy Hors d'oeuvres and Drinks*

Friday, October 15th
From 11:00 am until 7:00 pm

4242 N. Meridian Avenue
Oklahoma City, Oklahoma

RSVP – Kathy Youngs 405-728-3003 ext. 10

Committee News

Acct 1300 Audit

Chair: Todd Attalla, Martindale

Welcome back everyone! Our next meeting will be September 21 at 4 pm in the Board Room at the Waterford. We will continue to meet with the Joint Interest Committee as we did last year. I believe this has been very beneficial for both committees. As soon as the (hopefully) final

draft of the Accounting Procedure is presented, I will forward it, requesting that you review the document and bring your comments to the meeting. The Payout and Field Office documents will be items for discussion in San Antonio as well, so please bring your thoughts and concerns on these documents. If anyone has questions or comments, feel free to contact me at anytime. Hope to see you at the meeting!

Todd Attalla, Chair

Acct 1400 Education

**Chairs: Marvinette Ponder, Devon
Melanie Mercer, Devon**

We would like to welcome the following individuals from Devon Energy to the Education Committee:

David Cook
Ellen Meyer
Gynneth Roso
Mavis Rutherford
Linda Walker
Kristi Wisley

We would also like to welcome back the following Education Committee members who helped to orchestrate a very successful 2004 Education Day:

Norvella Adams
Amy Folsom
Melanie Mercer – Co-Chair
Marvinette Ponder – Chair
LeaAnn Shields – Registration Coordinator

Our last meeting was held on June 29, during which we discussed the PDI Technical Sessions and our plans for the 2005 Education Day. We kicked off the PDI sessions with a full day of Oil and Gas Revenue Accounting held on August 25. Currently, we are working with PDI and Chesapeake to possibly offer another Oil and Gas Revenue Accounting class later this year.

The next training course offered by COPAS will be the Oklahoma Gross Production Tax Training class on September 22, 2004, jointly hosted by the Oklahoma City and Tulsa Societies. The seminar will be held at the University of Central Oklahoma. Additional information and registration forms are on the website.

We are looking forward to another very successful year. If you have not already signed up, the Education Committee wants YOU! Please contact Marvinette Ponder at 552-4722, or Melanie Mercer at 228-8308 for more information.

Melanie Mercer, Chair

Acct 1500 Financial / International

We do not have an active Financial Reporting and International Committee. Please advise Roger Gann if you are interested.

Acct 1600 Joint Interest

**Chairs: Dennis McGee, Chesapeake
Melissa Gruenewald, Chesapeake**

Greetings to all, and welcome back from a wonderful extended spring season! (If it doesn't break 100 degrees at least a few times, it doesn't qualify as summer in Oklahoma!) We have a number of hot topics to discuss in our first Joint Interest meeting. Draft 6 of the 200X Accounting Procedure, 200X Model Form Interpretation is expected out in mid September with a number of changes. Also, please be prepared to discuss Draft 2 of the Field Office Costs Document (our comments are due back September 30), as well as the draft of the Payout Accounting Document (comments are due September 24).

We will again be teaming up with the Audit Committee to tackle these and other significant issues in our industry, so please join us and help us forge solid policies for our profession. Melissa and I look forward to seeing you all there!

Dennis McGee, Chair

Acct 1700 Membership

Chair: Jean Hale, Dominion

President-Elect Jean Hale is handling address changes this year. Please notify Jean at jean_e_hale@dom.com if your contact information has changed.

Membership Stats:

Goal: **190** Current Count: **100**

New Member(s):

Devon Energy

- Kevin Cole
- Robert Swan
- Robert Kiesewetter
- Meagen Michael
- Kathryn McKeever
- Jan Armstrong
- Shirley Buckner
- John Crocker
- Donna Hoskins
- Bardha Kulla
- Janice Lancaster
- Carol McDaniel
- Marla Miles
- Jennifer Sawatzky
- Ryan Spreier
- Alan Thomas
- Marilyn White

Hazelwood Production & Exploration

- Christy Patraude

Richland Resources

- Djuana Davis
- Cara Severson
- Lisa Strange

Dominion E&P

- Jeff Meyer
- Sarah Payne

Continental Resources

- Ryan Easter

Carbon Economy

- Greg Thomson

Please join me in welcoming our new members at our first meeting in September!

Jean Hale, Chair

REMINDER: Membership renewals are now due! If you have not already done so, please mail your renewal today!

Acct 1800 Revenue

**Chairs: Mark Evans, Chesapeake
Melanie Hayhurst, Chesapeake**

The Revenue Committee will meet at 4 pm Tuesday, September 21 at the Waterford Marriott in the Chapter Room. The guest speaker is Kyle Essmiller, Accounting Manager from Chesapeake Energy. He will be speaking on individual career ownership and team/staff development.

Mark Evans, Chair

Acct 1900 Small Oil and Gas Companies

**Chairs: Richard Friant, Gulfport
Bill Head, Earlsboro**

The Small Oil and Gas Companies Committee will meet at 3 pm on Tuesday, September 21 at the Waterford Marriott. Guest speaker is Clark Rother, Independent Landman, who will speak on preparing your checklist for acquisitions and divestitures. The balance of the meeting will cover polling of attendees for topics of interest. Please bring ideas to share with the committee!

Richard Friant, Chair

Acct 2000 Tax

**Chairs: Matt Johnson, OGE Energy
Louise Cleary, Cleary Petroleum**

Hello everyone! The Tax Committee will meet Wednesday, September 15 at 11:30 am at the Petroleum Club. Our speaker is Richard Schwalbach, Business Specialist, from the Oklahoma Department of Commerce. He will give a 50-minute PowerPoint presentation and bring handouts. Richard is going to discuss the Oklahoma Business Tax incentives, as well as some federal incentives, and anticipated state and federal legislation regarding business incentives. The cost is \$15 for COPAS members, \$20 for non-members. For reservations, call 848-5019 x 203 or email louisecleary@clearypetroleum.us.

Louise Cleary, Chair

BOARD OF DIRECTORS

President

Roger Gann, Martindale Consultants
Ph: 405-728-3003, Ext 18
Fax: 405-728-3893
Email: r.gann@marticons.com

Board Liaison to:
Golf Committee

President-Elect

Jean Hale, Dominion Resources
Ph: 405-749-5245
Fax: 405-749-6693
Email: jean_e_hale@dom.com

Board Liaison to:
Audit Committee
Membership Committee
Newsletter

Vice-President

Randy Goben, Chesapeake Energy
Ph: 405-879-9156
Fax: 405-879-9532
Email: rgoben@chkenergy.com

Board Liaison to:
Education Committee
Employer Appreciation Luncheon

Secretary/Historian

Mandy Wright, Devon Energy
Ph: 405-228-4402
Fax: 405-228-8202
Email: mandy.wright@dvn.com

Board Liaison to:
Joint Interest Committee

Treasurer

Jeanette Coker, Grant-Thornton
Facilities Coordinator
Ph: 405-218-2846
Fax: 405-218-2801
Email: jc@gt.com

Board Liaison to:
Tax Committee

Director

Jodie Ford, OGE Energy
Communications Coordinator
Ph: 405-553-3601
Fax: 405-553-3743
Email: fordjl@oge.com

Board Liaison to:
Small Oil and Gas Companies Committee

Director

Marvinette Ponder, Devon Energy
Ex-Officio
Ph: 405-552-4722
Fax: 405-552-8115
Email: marvinette.ponder@dvn.com

Board Liaison to:
Holiday Luncheon

Director

David Moore, Westport
Ph: 405-292-5543
Fax: 405-681-7575
Email: dmoore@westportdallas.com

Board Liaison to:
Revenue Committee

Director (Ex-Officio)

Barbara Koch, Earlsboro Energies
Ph: 405-848-2829, ext 102
Fax: 405-840-9419
Email: bkoch@eec-cpi.com

Board Liaison to:
Nominating
Website

COMMITTEE CHAIRS

Audit

Todd Attalla, Martindale Consultants
Ph: 405-728-3003
Fax: 405-728-3893
Email: t.attalla@marticons.com

Education

Marvinette Ponder, Devon Energy
Ph: 405-552-4722
Fax: 405-552-8115
Email: marvinette.ponder@dvn.com

Melanie Mercer, Devon Energy
Ph: 405-552-8308
Fax: 405-228-8860
Email: melanie.mercer@dvn.com

Joint Interest

Dennis McGee, Chesapeake Energy
Ph: 405-848-2665
Fax: 405-879-9532
Email: dmcgee@chkenergy.com

Melissa Gruenewald, Chesapeake Energy
Ph: 405-879-9327
Fax: 405-879-9532
Email: mgruenewald@chkenergy.com

Revenue

Mark Evans, Chesapeake Energy
Ph: 405-879-9382
Fax: 405-879-9559
Email: mevans@chkenergy.com

Melanie Hayhurst, Chesapeake Energy
Ph: 405-879-7841
Fax: 405-767-4224
Email: mhayhurst@chkenergy.com

Small Oil and Gas Companies

Richard Friant, Gulfport Energy
Ph: 405-848-8807, ext 132
Fax: 405-810-1500
Email: rfriant@gulfportenergy.com

Bill Head, Earlsboro Energies
Ph: 405-848-2829, Ext 105
Fax: 405-840-9419
Email: bhead@eec-cpi.com

Tax

Matt Johnson, OGE Energy
Ph: 405-553-3626
Fax: 405-553-3743
Email: johnsmd@oge.com

Louise Cleary, Cleary Petroleum
Ph: 405-848-5019, ext 103
Fax: 405-848-0748
Email: louiseccleary@clearypet.com

Oklahoma Severance Tax Seminar

The Tulsa and Oklahoma City COPAS Societies are sponsoring an Oklahoma Severance Tax seminar on **Wednesday, September 22, 2004**. Oklahoma Examiners from the Oklahoma Tax Commission office will present training in a variety of Oklahoma severance tax issues. This is the first time in years that training of this nature has been offered, and interest is sure to be high. Seminar topics will include:

- ▶ Well Registration (Process, Forms, Due Dates)
- ▶ Lease Record Changes (Process, Forms, Due Dates)
- ▶ Payments (Process/Forms/Dates, Difference Between Overpayments/Claim for Refunds)
- ▶ Claim for Refund (Process, Necessary Documentation, Statute of Limitation, Who Can File For Refund, How to Improve Processing Time)
- ▶ Incentive Refunds (Process, Necessary Documentation, Why 1% is Retained, How to Improve Processing Time, New Requirements for 2004)

A registration fee of \$25 per attendee will be charged to defray the costs of the event and includes lunch. Registration forms and information will soon be available on the COPAS website (www.copas.org) as well as on the websites for the Tulsa (www.paso-tulsa.org) and Oklahoma City (www.copasokc.org) Societies.

The training will take place at the University of Central Oklahoma (UCO) in Edmond, Oklahoma, and will begin at 9 am. The central location will be convenient for COPAS members nationwide as it is just north of Oklahoma City. UCO is located at 100 North University Drive, Edmond, Oklahoma 73034. A map of the UCO campus may be found at <http://www.ucok.edu/>. (University Center Nigh Building, #37). The dress code for the seminar is business casual.

Further questions regarding the event should be directed to:

Bob Wilkinson (918-925-7055; RevFed@copas.org) or

Marvinette Ponder (405-552-4722; RevChair@copas.org)

COPAS SPONSORED: OKLAHOMA GROSS PRODUCTION TAX SEMINAR
September 22, 2004 · University of Central Oklahoma, (405) 974-2000, 100 North University Drive, Edmond, Oklahoma

Name: _____ Company: _____

Address: _____

City, State, Zip: _____

Email Address: _____

Make checks payable to: [Petroleum Accounts Society of Oklahoma – Tulsa](#)

Mail check and this registration stub to:

IBM Business Consulting Services

Attn: Bob Wilkinson, So. 648A

P.O. Box 22048

Tulsa, Ok 74121-2048

VOTING ITEMS

SAMPLE BALLOT



FALL 2004 COPAS COUNCIL MEETING

1. Yes ____ No ____ Approval – Approval of the Spring 2004 COPAS Council Minutes
2. Yes ____ No ____ Approval – 2005 COPAS membership assessment rate (No change from prior year)
3. Yes ____ No ____ Approval – By-Laws change regarding election of officers and tie votes, to add a single line to Article III, at the end of Paragraph C which will state: “If a second vote also results in a tie, the COPAS Board of Directors shall cast the determining vote.”
4. Yes ____ No ____ Approval – 2005 Employee Benefits Upper Limitation % 32 % effective 01/01/05 (increase of 4% from 2004)
5. Yes ____ No ____ Approval – Used Equipment Survey Percentages of 75% / 65% / 50% to be effective 01/01/05 (No change from prior survey)
6. Election of three new COPAS Directors (You may vote for THREE only)
Yes ____ No ____ Brent Bloomfield, Rocky Mountain

Yes ____ No ____ Barbara Koch, Oklahoma City

Yes ____ No ____ Tom Wierman, Canada

Yes ____ No ____ Bob Wilkinson, Oklahoma-Tulsa
7. Election of 2004 Nominating Committee