

**TURPA BOD MEETING MINUTES**  
**October 6, 2013**

**Call to Order/Start Time:** 06:15 P.M.

**Present:** Bill Judd, Lois Hourihan, and Joe Lima

**PRESSING BUSINESS**

- A. Website: Bill reviewed new options for website design and showcased to BOD. BOD selected one prospective design. **ACTION ITEM:** Bill will update for review at next meeting.
  
- B. FALL Membership Meeting: Schedule with Nov 20 TURI meeting (Sheraton TARA); Consider 2 additional credits (for one hour):

**ACTION ITEM:** Joe will contact Coca Cola/Harpoon-Water Conservation - **Waiting for replies**

**ACTION ITEM:** Bill to contact Sam Adams and Pfizer – **Waiting for replies.**

**ACTION ITEM:** Lois to contact potential speakers at Genzyme – Richard O’Keefe & Jesse Gawrys

**ACTION ITEM:** Bill to email “Call For Speakers” to members. **DONE.**

**ACTION ITEM:** BOD to review social media options for TURPA in October. **DONE.** Lois will develop Facebook page. Bill to email Lois a header picture for Facebook.

**ACTION ITEM:** Bill to obtain new TURP list from TURI. **DONE.** **This will be used to solicit new TURPA Members and potential BOD Members.**

**Secretary’s Report (Tracey):**

- A. Review Minutes: June meeting minutes under review and will be saved by TC as pdf and email both MS Word version and pdf to Kurt (only pdf will be posted online).  
**ACTION ITEM (CONTINUED):** BOD to review minutes from June and September and get comments to both Bill and Tracey.
  
- B. Other: **ACTON ITEM (CONTINUED):** Tracey and Lois will need current membership list from Joe for outreach, per updated list per Joe.

**Treasurer’s Report (Lois):**

- A. Bank Balance (as of September 31, 2013): Checking: \$626.12 + Savings: \$776.52 =  
TOTAL: \$1402.64
  
- B. TURPA Financial Audit Policy: BOD will verify 1<sup>st</sup> and 2<sup>nd</sup> Quarter and complete 3<sup>rd</sup> Quarter at November 4<sup>th</sup> BOD meeting (i.e., all up to date minutes, up to date P&L, up to date membership list, etc.).

**Membership Chair Report (Joe):**

Review Member Report: Current TOTAL 76; [61 PAID; 15 “2012 former members” unpaid];  
**ACTION ITEM (CONTINUED):** Tracey to contact unpaid members (other than retired members).

### **President's Report (Bill):**

TURA Act: There were recent hearings to modify TURA, no more details at this time: *Safer Alternatives Chemical Bill* in Ways and Means committee review. Still same status, as of April 30, 2013. One of the biggest changes will be change from "Toxics Use Reduction" to "Toxics Use Safer Alternatives". The Alliance for a Healthy Tomorrow ("AHT")- (Healthytomorrow.org) is pushing for this change. Bill S.354.

**ACTION ITEM: Bill to follow-up w/Rich Bizzozero. DONE. Bill is still in Ways and Means – no change to date.**

### **Program Report (Bill):**

Proposed Membership Meetings: November 20, 2013. Various speakers under consideration but may be scheduled for 1<sup>st</sup> Quarter 2014:

- Facilities
- Municipalities (i.e., lighting plants, WWTPs)
- Federal regulators
- Vendors
- Call for Speakers
- No on October 14 (Columbus Day)

### **New Business:**

- TURPA Handbook Revision – Job Descriptions: Bill request that each BOD please read the DRAFT Handbook he gave out at the BOD Meeting and compare with Review Tracey's DRAFT Excel Checklist and finalize BOD responsibilities: **ACTION ITEM (CONTINUED): ALL BOD TO READ MOST CURRENT VERSION DATED 3-13-13. BILL WILL EMAIL TO BOD ON 10-10-13.**
- Mass Data Breach Regulations: TURPA needs to develop a "Comprehensive Written Information Security Program (WISP)", and conduct an annual audit of our system: **Review of 201 CMR 17.00; TURPA meets these regulations;**  
**ACTION ITEM (CONTINUED):** Lois to reach out to program contact, research what TURPA currently addresses as CBI, see what needs to be added and what can be eliminated. Also, develop a WISP for TURPA for annual review.
- What can we do better? **ACTION ITEM (CONTINUED):** Tracey to follow-up with TURPA LAPSED members via "Phone Outreach" and TUR Planners that did not pay dues
- Update checklist [calendar] for quarterly/annual activities we must perform/review – i.e., TURPA Annual Report to Secretary of Mass by Dec 31<sup>st</sup> of each year, IRS Form 990-N (e-Postcard) Annual Filing by March 1<sup>st</sup> of each year, Mass Data Breach Annual Audit, Quarterly Financial Audit, etc **ACTION ITEM (CONTINUED): BOD to address at November meeting.**

**ADJOURNED MEETING:** 8:20 P.M

**NEXT BOD MEETING:** November 4, 2013 at 6:00 PM