

TURPA BOD MEETING MINUTES
November 29, 2012

Present: Bill Judd, Hank Nowick, Lois Hourihan, Joe Lima and Tracey Costa (recorded meeting minutes)

Meeting called to order: 6:30 pm

Secretary's Report (Tracey/Bill):

- A. Review Minutes from last BOD Meeting (9/25/2012):
ACTION ITEM-Bill to email 9/25/2012 meeting minutes to BOD. DONE 11-30-12
- B. Review Action Items from last BOD Meeting:
ACTION ITEM: TC to refer to Bill's email regarding membership list
- C. Member Report:
Email all TUR Planners regarding upcoming meetings- "regulatory changes" is a possible topic. **ACTION ITEM:** Discuss w/Walter Hope
- D. Other:
 - 1. TURPA mailing list provided by Bill; DONE. 2-7-2013
ACTION ITEM Tracey to arrange for labels (Staples) for membership mailing; Includes TURPA members and TUR Planner lists.
 - 2. Stuffit discussion: **ACTION ITEM:** Bill to email to BOD

Treasurer's Report (Lois):

- A. IRS Income/Loss Summary review: Lois and Bill discussed spreadsheet. DONE. Lois and Bill met from 4:00 pm-6:30 pm on 11-29-12 to review and revise all Excel Spreadsheets for calendar year 2012.
- B. Bank Balance: Total of \$ 2476.67 in bank (\$1700.50 checking and \$776.17 savings) through October 2012. Outstanding deposits=\$440.00; checking =\$ 1679.32; savings \$ 776.20; total = \$2455.52 (savings and checking).
- C. Outstanding Expenses to Be Paid (Estimated): \$ 461.18
- D. TURPA Financial Audit Policy: BOD completed 4th Quarter TURPA Financial Audit, which included all of 2012..
ACTION ITEM: IRS report card must be filed by 2/2013. DONE. TURPA Nonprofit Corporation Annual Report and fees were filed 1-22-2013 with the Secretary of the Commonwealth, and records emailed to Tracey on 1-22-2013.
ACTION ITEM: Hank to prepare a checklist for quarterly activities that BOD must perform/review.
- E. New TURPA checks: Bill received and passed on to Lois on 11/29/2012, along with stamps and deposit slips.

Membership (Joe):

Assist Joe with transitioning to this BOD responsibility. Bill provided TURPA rosters to Joe

Current membership status: 69 members

ACTION ITEM: Joe to contact Jon Warms, and use Stuffit to email most current TURPA Member list to Jon Warms to create user names and passwords.

ACTION ITEM: Bill to obtain and provide 2nd PO Box key to Joe DONE. Mailed to Joe at residence last week.

Program Report (Hank/Bill):

A. Next Membership Meeting:

Site visit recommended for Energy Efficiency; Discussed “Internet Security” topic, regarding Mass. Data breach regulations

ACTION ITEM: Hank to contact Kathryn O’ Rourke (Mass DOER), Doug Fine (MassDEP), OTA

ACTION ITEM: Joe to contact Dwight Peavey-EPA Region 1 EPCRA coordinator regarding school training for chemical safety

B. Gifts for Speakers: Bill purchased pens with case for 3 guest speakers for the Energy Conservation meeting and presented John Shipp (fmr. Treasurer) with a pen at the last annual meeting.

C. TURPA Annual Membership Meeting: Conducted on 11/13/2012, following TURI Education Conference

TURPA Website Maintenance (Bill)

A. Membership Database and Password Revisions, Corrections, Additions, Etc.: Jon Warms will complete additional revisions to TURPA’s website, including BOD minutes from May 2012 and details of 10/16/2012 membership meeting.

ACTION ITEM: Bill to provide Jon Warms with TURPA’s Annual Membership meeting Powerpoint presentations, along with 9/2012 BOD meeting minutes.

PRESSING BUSINESS:

A. Comply with TURPA’s Newly Adopted Policy for Complying with Mass Data Breach Requirements: Bill assisted with installation of StuffIt on each BOD’s laptop and demonstrated how to create password protected archives and expanding the same. Going forward, BOD members are to only email sensitive data if it has been encrypted and password protected.

B. TURPA Quarterly Audit Policy for Records keeping and Financials: DONE. BOD completed 4th Quarter TURPA Financial Audit on 11-29-12, which included all of 2012

C. TURPA 2013 Election Committee Selection: Don Alger (Election Committee Chair), Ralph Capalbo and Lucy Servidio. To date, 27 ballots received, which were scanned by Don and emailed to Ralph and Lucy. Votes were counted and emailed to BOD on 11-30-12. Hank Nowick and Lois Hourihan were both reelected.

D. TURPA 2013 Invoice Mailing/Membership Drive:

ACTION ITEM: Tracey to complete this task. Bill has created a 2013 invoice templates. Bill will provide Tracey with receipts form 2012 mailing and most current TURPA List. Tracey will modify invoices as needed based on actual mailing date, create Avery mailing labels (both recipient's and return) using a TURP Master Mailing Excel file prepared by combining MassDEP TURP list and TURPA member list. Tracey will bring to Staples for quotation, proofing copy/mailer, processing and obtain proof statement (email or final paid invoice) from Staples that mailing has been completed.

ACTION ITEM: Bill to email most recent list of all TUR Planners as received from Paul Walsh. DONE. Emailed Excel file on 1-7-2013

NEW BUSINESS:

A. TURPA Membership Drive:

Reduction in TURPA membership over the years; Need to focus on increased membership and interesting meetings. BOD agreed to define a strategy to accomplish these goals.

ACTION ITEM: Bill to review "TURP credit gaps" for potential training opportunities that can be covered in 2013 TURPA meetings. Bill to contact Walter Hope and Suzie Peck (MassDEP).

ACTION ITEM: Bill will revise current membership form to remove dotted line and change date to 1/30/2013. DONE. Revised invoices were emailed to Tracy on 11-30-12

B. TURPA Historic Records/Archived to CD:

ACTION ITEM: Bill to update CD/jump drive with 2012 files and provide copy to each BOD.

ACTION ITEM: Bill offered to retain pertinent hard copy records for TURPA as long as on BOD. Motion was made and motion accepted by the BOD.

ACTION ITEM: Tracey to review IRS document regarding requirements to retain hard copies

C. TURPA Bank Accounts: Prior to 2000, TURPA's bank account was transferred to a credit union by a TURPA Treasurer. The original bank account opened by TURPA in 1995 was closed by the TURPA President on 1/28/2000 and a new account was subsequently opened at a Fall River bank in the same date. None of these activities were documented in TURPA BOD meeting minutes and therefore, not approved by the BOD.

Bill made a motion that the current BOA account (Framingham branch) not be closed or moved, since all required TURPA Bank Business can be accomplished at any BOA Local Branch. Motion accepted by BOD.

Meeting Adjourned: 9:45 PM