

TURPA BOD MEETING MINUTES
November 4, 2013

Call to Order/Start Time: 6:05 P.M.

Present: Bill Judd, Lois Hourihan and Joe Lima

PRESSING BUSINESS

- A. FALL Membership Meeting Mixer: Scheduled following Nov 20th TURI Continuing Educational Conference at Framingham Sheraton TARA; No credits – no speaker, mixer ONLY.

Meeting Mixer Setup (Room or Other): Hallway adjacent to Middlesex Rooms East & West; 3 Tall Bar Stools with Chairs, a table, and Cash Bar w-Bartender.

Food Choices: 50 each – scallops Wrapped in Bacon and White Tortilla Cup with Spinach and Artichoke

Beverages: Cash Bar, first 5 TURP's to sign-up for 2014 TURPA Membership gets a free drink ticket.

ACTION ITEM: Bill to email notice to ALL TURPs with specific details, update TURP website. Lois' Daughter will update Facebook page. **DONE.**

ACTION ITEM: TURPA's poster is missing. Joe will call Hank Nowick, as he may still have poster from a past TURPA Membership meeting. Also, Joe will ask Hank about easel.

- B. BOD Handbook: DRAFT dated 11-4-13: Bill made a Motion to accept the current version of BOD Handbook, and Lois seconded the Motion. All BOD members present received a copy of the "final" BOD Handbook. **DONE.**

- C. TURPA WISP: DRAFT dated 11-4-13: On 11-1-2013, Bill contacted the Commonwealth of Massachusetts, Office of Consumer Affairs and Business Regulation, and spoke with Joanne Campo (671-973-8708), Deputy General Counsel to the Office of Consumer Affairs and Business Regulation to get clarification on applicability of TURPA's business in relation to "Regarding the Mass Data Breach Regulations, 201 CMR 17.00". The email Bill sent to the BOD (11-3-13) on this issue will be entered into the minutes. Email entered as part of the minutes for permanent record. Bill made a Motion to accept the current version of the new TURPA WISP, and Lois/Joe seconded the Motion. All BOD present received a copy of the WISP. **DONE.**

- D. TURPA WISP Annual Compliance Checklist and Training: DRAFT dated 11-4-13: Bill made a Motion to accept the current version of the new TURPA WISP Annual Compliance Checklist and Training, and Lois/Joe seconded the Motion. TURPA has procedures for encrypting all attachments to emails that contain any personal information ("PI") of any Massachusetts entity. The rules and specific procedures were evaluated and instruction completed. All BOD received a copy of TURPA's WISP, a copy of TURPA's WISP Annual Compliance Checklist, and hands-on WISP Training using TURPA's encryption software, and each BOD certified by signature on a sign-in sheet. **DONE.**

- E. TURPA 2014 BOD - Call for Nominees (Lois & Hank were elected for 2013): Bill sent email to all TURPA Members 1-4-13

BOD Up for Reelection: Bill Judd and Joe Lima.

ACTION ITEM: All BOD members will contact existing TURPA Members to recruit potential BOD. **PLEASE EMAIL OTHER BOD WITH MEMBER NAMES THAT HAVE BEEN CONTACTED TO AVOID DUPLICATION.**

- F. TURPA 2014 Election Committee: Bill contacted Don Alger and he agreed to be the Election Committee Chairman again this year. He will reach out to Lucy Servidio, Ralph Capalbo and other TURPA Members in good-standing to request their assistance with completing this task.

TURPA Cost: #9/#10 Envelopes [(2 x \$9) + (72 members: 72 Stamps x \$42/stamp x 2)] = \$80.

ACTION ITEM: BOD agreed to complete this task at next BOD meeting scheduled for Dec. 2, 2013. Bill will bring above items to next BOD meeting.

- G. TURPA 2014 Invoice Mailer: Bill contacted DEP and acquired the most up-to-date list of TURPs, combined with TURPA's Member List, and now list is ready for print merge.

TURPA Cost: #10 Envelopes [\$9/box 100 + (72 members: 72 Stamps x \$42/stamp)] = \$40.

ACTION ITEM: BOD agreed to complete this task at next BOD meeting scheduled for Dec. 2, 2013. Bill will bring above items to next BOD meeting.

- H. New Website Design and Facebook: Bill updated TURPA's website and Lois started Facebook page. What do we need to change?

ACTION ITEM: Bill will continue to update TURPA's website and Lois will continue to update TURPA's Facebook page.

- I. GoDaddy Domain and Web Hosting Renewal: Bill completed 2-year renewal.

TURPA Annual Cost for Internet Services:
Domain and Web Hosting for 2-Years \$142.98
Email 2-Years (see separate invoice) \$ 28.56
Total \$171.54

TURPA Internet Services Annual Costs \$85.77

Secretary's Report (Tracey/Bill for Tracey):

- A. Review Minutes: October 6th meeting minutes were under review by BOD. Motion was made by Bill to accept October minutes, and Lois/Joe seconded the motion. **DONE.**

ACTION ITEM: Bill will email other BOD DRAFT Meeting Minutes for Oct. 5th. **DONE.**

ACTION ITEM: All other BOD to email comments to Bill within one week. **DONE.**

Treasurer's Report (Lois):

A. Bank Balance (as of October 31, 2013): Checking: \$591.62+ Savings: \$776.55 =
TOTAL: \$1,368.17

B. TURPA Financial Audit Policy: BOD will verify 1st and 2nd Quarter and complete 3rd Quarter at November 4th BOD meeting (i.e., all up to date minutes, up to date P&L, up to date membership list, etc.). To assess completeness of records . . . Financial, BOD Meeting Minutes, BOD Membership Meeting sign-in sheets, and other TURPA records have been reviewed over the past two months.

ACTION ITEM: Lois to provide Bill with hard copies of all monthly P&L Statements to date.

ACTION ITEM: Lois has contacted potential speakers at [REDACTED]
[REDACTED] will continue to research other potential opportunities for speakers and plant tours.

Membership Chair Report (Joe):

Review Member Report: Current TOTAL 76; [61 PAID; 15 “2012 former members” unpaid];

ACTION ITEM: Several email addresses of current TURPA members do not work. Joe will call them to get the correct email addresses.

ACTION ITEM: Joe has contacted [REDACTED] Water Conservation and waiting for replies regarding either potential venue and/or speaker for next TURPA Membership meeting. Joe will continue to research other potential opportunities for speakers and plant tours.

President's Report (Bill):

TURPA Website Redesign: TURPA's website has been redesigned, all outdated documents removed, all broken links corrected, and all member usernames updated.

TURPA Email Notifications: Bill sent out TURPA Membership “Important Notice” regarding how Mass DEP has changed the way they notify TURPA Members about their current Certification will soon Expire – a generic Postcard ONLY will now be sent to planners (see TURPA Website for more details).

Mass Data Breach Regulations/WISP: see above in Pressing Business. Compliance obligations have been completed for 2013.

ACTION ITEM: Joe and Lois to review the WISP and WISP Checklist, and provide comments to Bill if any revisions are required.

Program Report (Bill) – CONTINUED:

Proposed Membership Meetings for 2014: Various speakers under consideration:

- Facilities
- Municipalities (i.e., lighting plants, WWTPs)
- Federal regulators
- Vendors
- Call for Speakers

ACTION ITEM: Bill has contacted [REDACTED], and now waiting for replies. Bill will continue to research other potential opportunities for speakers and plant tours.

NEW BUSINESS:

- A. What can we do better going forward?

ACTION ITEM: Continued to next BOD meeting on Dec. 2nd.

- B. Update checklist [calendar] for quarterly/annual activities we must perform/review – i.e., TURPA Annual Report to Secretary of Mass by Dec 31st of each year, IRS Form 990-N (e-Postcard) Annual Filing by March 1st of each year, Mass Data Breach Annual Audit, Quarterly Financial Audit, etc.

ACTION ITEM (CONTINUED): Bill will revise Excel spreadsheet list compiled by Tracey and present to BOD at Dec. 2nd meeting for comments.

NOTE: THIS LIST WILL BE USED BY TURPA BOD TO MAKE CERTAIN ALL REQUIRED MONTHLY, QUARTERLY AND ANNUAL ACTIVITIES ARE COMPLETED IN A TIMELY MANNER.

- C. 2014 Membership Meetings: What subjects to cover and potential speakers?

ACTION ITEM: All BOD members will continue with research and reach-out to potential speakers and/or seek plant tours.

ADJOURNED MEETING: 8:30 PM

NEXT BOD MEETING: December 2, 2013 at 6:00 PM