

TURPA BOD MEETING MINUTES
February 13, 2013

Call to Order/Start Time: 6:00 P.M.

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

Secretary's Report (Tracey):

- A. Review Minutes from last BOD Meetings (1/13/2013): Meeting minutes reviewed by BOD and accepted as final.
- B. Review Action Items from last BOD Meeting:
 - Complete TURPA's 2013 Membership Invoice Mailing. Tracey mailed invoices on 2/11/2013.
 - **Action Item:** Tracey to email membership invoicing expenses to Lois/Bill.
 - **Action Item:** Bill to email TURPs regarding invoice reminder, credits, and upcoming meetings. Etc.
 - **Action Item:** Tracey to email latest TURP list to Bill
- C. TURPA Handbook Revision:
 - **Action Item:** Tracey to update per Bill's markups (provided at 2/13 meeting)

Treasurer's Report (Lois):

- A. Bank Balance: Savings: \$776.29 Checking \$1,472.40 Total: \$2,248.69
- B. Outstanding Expenses to be Paid: Tracey's membership invoices.
- C. TURPA Financial Audit Policy: BOD needs to complete this task for 1st Quarter, 2013. Audit should take only a few minutes to review the printed report and other financial records. We are now on a calendar year schedule.
 - **Action Item:** This will be completed at March 2013 BOD meeting.
- D. Other: Policy is to provide hard copy receipts to Bill and electronic versions to Lois.

Membership Chair Report (Joe):

- A. Review Member Report
 - Current membership status: 67 members
 - **Action Item:** Joe to email active member list to Jon Warms
 - **Action Item:** Joe to email all TURPA Members their username and password for accessing the "Members Section" on TURPA's website.
 - **Action Item:** Discuss website at March 2013 BOD meeting (consider LinkedIn, Facebook, Twitter)
- B. Membership Chair Responsibilities for Handbook:
 - **Action Item:** Joe to compose the BOD Membership Chair responsibilities (i.e., revising TURPA Membership Excel File/Password Encrypt Zip File/Email to BOD when ever changes are made to this file, order pens for membership meeting speakers, etc.)

MOTION was made and CONFIRMED by the BOD

C. Membership Outreach: **Action Item:** Continue brainstorming at next meeting

Program Report (Hank/Bill):

A. Proposed Membership Meetings:

1) **3rd Quarter meeting:** Tentative Site visit recommended for Energy Efficiency and Resource Conservation.

- **ACTION ITEM:** Hank will make arrangements for a demo/site visit.

2) **2nd Quarter meeting:** April 2013: (Tentative) TURPA meeting w/Walter Hope to address TUR program (changes/emphasis/enforcement)/Hank to contact Walter Hope. Joe to contact Dwight Peavey-EPA Region 1 EPCRA coordinator regarding school training for chemical safety and community outreach.

ACTION ITEM: Joe to follow up w/Dwight to also participate in April 2013 meeting.

ACTION ITEM: Hank to determine how many TUR Planner credits can be awarded for these two meetings.

President's Report (Bill):

A. Annual Report for Nonprofit Corporation: Filed by Bill to Secretary of Commonwealth on 11-15-2012. Completed

B. IRS Form 990-N, Electronic Notice (e-Postcard)- ANNUAL FILING BY FEB 1st: IRS e-Postcard was filed by Bill on 1-22-2013.

- **Action Item:** Hank will prepare a checklist for quarterly activities we must perform/review. Hank this list must now include an annual review of our Data Breach Procedures –this is a regulatory requirement.

B. Other: We have had requests from one member that Water Resource Conservation, geothermal and Solid Waste be topics for one of our membership meetings in 2013

TURPA Website Maintenance (Bill):

A. Member Database and Password Revisions, Corrections, Additions, etc.: Bill has emailed Jon Warms to complete the following items:

- **Action Items (Jon Warms)**

1. Please add the meeting minutes from May, Sept and Nov. (SEE ATTACHED PDF Files)
2. On TURPA's Home page is an "Upcoming Event" link to a separate page for details of that meeting. There was one later event that we did not get the information to you in time because it was last-minute. Please create a separate page for that event too (I just forwarded the meeting notice to you). Since there is no way to access these individual pages except from the Home Page "Upcoming Events" button, please add a link for each event on the page called "Hot Topics" - i.e.,
TURPA MEMBERSHIP MEETING OCT. 16th – Energy Resource Conservation w/DOER, Mass DEP and OTA
and
TURPA MEMBERSHIP MEETING NOV. 13th - EPA Risk Management Program (RMP, 112(r)), OSHA
Process Safety Management (PSM), and Massachusetts Hazardous Materials Processing Regulations (527 CMR 33)
3. "Board of Directors" page - please add bio descriptions for Lois Hourihan and Joseph Lima (SEE ATTACHED)

4. Please revise the "Upcoming Events" information to read as follows:

"TURPA will be scheduling several membership meetings for 2013. If you have specific interests, please send us an Email (<http://turpa.org/ContactUs/ContactUs.php>)". Some of the events we are looking at for 2013 include:

** 1st Quarter Meeting: Site visit recommended for Energy Efficiency and Resource Conservation (Tentative)*

** 2nd Quarter Meeting: Mass DEP 2012 TURA Reporting Requirements and Enforcement "one-on-one", and potentially other Agency quest speakers (Tentative)*

Please check back for updates on these and other TURPA upcoming events." _____

ALL COMPLETED ON 2-21-2013 _____

PRESSING BUSINESS:

A. Comply with TURPA's Newly Adopted Policy for Complying with Mass Data Breach Regulations:

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. Bill provided another demonstration of how to encrypt and password protect documents to be transmitted electronically using StuffIt. All BOD now have the StuffIt software installed and have demonstrated the ability to use it to encrypt files.

B. TURPA Historical Records/Archived to CD:

- **Action Item:** Bill will update CD with 2012 files (e.g., PDF, Word, Excel) and provide a new CD to each BOD. Bill has agreed to keep the hard copy records with all other historical hard copy records on-hand, provided that the BOD votes favorably. **THIS REQUIRES A MOTION AND SECOND BY THE BOD.**

C. TURPA Quarterly Compliance Checklists:

- **Action Item:** Hank will prepare a checklist for annual/quarterly activities we must perform/review.

NEXT BOD MEETING: Tuesday, 3/5/2013 (RESCHEDULED FOR 3-13-2013)