

## TURPA BOD MEETING MINUTES

March 13, 2013

Call to Order/Start Time: 06:30 P.M.

Present: Bill Judd, Hank Nowick, Lois Hourihan, Joe Lima and Tracey Costa

### Secretary's Report (Tracey):

- A. Review Minutes: Last BOD Meeting on Feb. 13<sup>th</sup>, 2013: Waiting for additional feedback by 3/20.
- B. Review Action Items from last BOD Meeting: HOLD - SEE LAST PAGE - ACTION ITEMS
- C. TURPA Handbook Revision – Job Descriptions revisions: Wait until next month for feedback after preparing a “checklist” of BOD responsibilities
- D. Other: IRS W-9 Forms: Bill provided to TURI, per TURI request

### Treasurer's Report (Lois):

- A. Bank Balance: Checking: \$1298.13 (as of 2/28/13); (3/13 *Checking Deposit \$1050*); Total: \$2348.13 (checking); Savings: \$776.31 TOTAL: \$3124.44
- B. Outstanding Expenses to be Paid: Jon Warms for website update \$ estimated as \$500-\$600- waiting for invoice.
- C. TURPA Financial Audit Policy: BOD needs to complete this task for 1<sup>st</sup> 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: Discuss at April BOD meeting**

### Membership Chair Report (Joe):

- A. Review Member Report (7 new members; 23 renewals; 37 not renewed)
  - **ACTION ITEM: Joe will update with new members for 2013 dues payment.**
  - **2 members paid twice: ACTION ITEM: Joe will contact these members to discuss options**
  - **Hank offered suggestion of “new member kit”.** HOLD and discuss at next BOD meeting
  - Joe will use copies prepared by Lois of all payment stubs/checks and provided by encrypted email.
- B. Membership Chair Responsibilities for Handbook: Joe to compose the BOD Member 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.) HOLD – DISCUSS AS PRESSING BUSINESS
- C. Other: TURPA Membership Drive and Joe's Letter HOLD – DISCUSS AS PRESSING BUSINESS

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

### A. Proposed Membership Meetings:

1) **1st Quarter meeting:** March 26, 2013: (CONFIRMED by Bill and Hank) Walter Hope; MassDEP 2012 TURA Reporting, Dwight Peavey; EPA 2012 TRI Reporting, and Integrated Chemical Management in Educational Facilities. HOLD – DISCUSS AS PRESSING BUSINESS

**ACTION ITEM:** Tracey to contact unpaid members and to reach out regarding membership and 1<sup>st</sup> qtr meeting.

**ACTION ITEM:** Hank to contact Walter to contact Cynthia regarding a request for priority review and acceptance of 3 TURP recertification credits

2) **2nd Quarter meeting:** (Tentative) Site visit recommended for Energy Efficiency and Resource Conservation. Hank has contacted Doug Fine, one of the speakers from TURPA’s previous Energy Meeting for a demo/site visit: Douglas Fine, Assistant Commissioner, BPE- Bureau of Planning & Evaluation, Mass DEP 617-292-5792 [Douglas.Fine@state.ma.us](mailto:Douglas.Fine@state.ma.us)  
Bram Claeys, Director Renewable Energy Policy, DOER, 617- 626-7324  
[Bram.Claeys@state.ma.us](mailto:Bram.Claeys@state.ma.us)

## **President’s Report (Bill):**

A. New EPA Boiler Regulations may have opportunities for Energy RC TUR Planners: EPA has finalized a new regulation [“Boiler Compliance at Area Sources”] that might provide opportunities for TUR Planners with Resource Conservation (RC) Certification and specific experience as relates to boilers. The NESHAP for area source boilers was published in the Federal Register on March 21, 2011 and EPA finalized changes to the rule in the Federal Register on February 1, 2013. This regulation requires “Qualified Energy Assessors” who can assist facilities with compliance. TUR Planners who have worked on Energy RC Plans may meet some of the requirements for being listed by EPA as a “Qualified Energy Assessor”.

**Summary of Energy Assessment Requirements Under the Area Source Boiler Rule National Emission Standards for Hazardous Air Pollutants for Area Sources: Industrial, Commercial, and Institutional Boilers, 40 CFR Part 63, Subpart JJJJJJ**

<http://www.epa.gov/ttn/atw/boiler/imptools/SummaryEnergyAssessmentsAreaSourceBoilersFinal.pdf>

**Main EPA web page for this regulation:**

<http://www.epa.gov/boilercompliance/>

B. IRS W-9 Form: Bill prepared a 2013 MASTER TURPA IRS W-9 Form and emailed to both Tracey and Lois on 3-12-13.

C. Other: TURPA 2012 CD Archive completed by Bill and distributed to BOD.

### **TURPA Website Maintenance (Bill/Joe/Jon Warms):**

In addition to the many changes completed to TURPA's website last month that included Member Database and Password Revisions, Corrections, Additions, etc. . . . Jon Warms completed the following updates on March 12, 2013:

1. TURPA Home Page/Upcoming Events - the new TURPA Membership Meeting Announcement for our March 26<sup>th</sup> Membership Meeting has now been added to the website "Home" page.
2. New TURPA Membership Form – has been replaced with the new 2013 membership form.
3. Hot Topics page - the following has been added to the top of the list:  
Summary of Energy Assessment Requirements for Area Source Boilers (PDF)  
EPA NEW Rule - National Emission Standards for Hazardous Air Pollutants for Area Sources: Industrial, Commercial, and Institutional Boilers, 40 CFR Part 63, Subpart JJJJJ.
4. Rapid Weaver Project File – Rapid Weaver is software that was used to create TURPA's website. The latest version of the Rapid Weaver project file [used to organize/create the website] has been placed on TURPA's website as follows: TURPA Program Files/TURPA/TURPA 2013.rws

MOTION: Tracey made a motion to request that after Jon Warms has added new members names to TURPA's website database and assigned their usernames, that he send each member [and copy the BOD] a short email with their username and password. The BOD voted unanimously agreed.

### **PRESSING BUSINESS:**

#### A. TURPA Membership Meeting, March 26th:

MassDEP 2012 TURA Reporting, EPA 2012 TRI Reporting, and Integrated Chemical Management in Educational Facilities:

- a. Program-DONE
- b. Speaker-DONE
- c. Venue secured with screen if needed? Marlborough Marriott on 3/26.
- d. Have speaker's gifts [pens in this case] been ordered? Yes
- e. Credits approved by Walter Hope/Cynthia Chavez?  
**ACTION ITEM:** Hank to follow-up with Cynthia Chavez, and, if necessary, Walter Hope.
- f. When will BOD be emailed the speakers presentations?  
**ACTION ITEM:** Joe to contact Dwight Peavey
- g. SIGN IN SHEET – New version provided by Bill to Hank and emailed to the BOD on 3-13-13 at 10:13 am (Excel file).

- #### B. Complete 1<sup>st</sup> Quarter Financial Audit at March 2013 BOD meeting – need all hard copies of invoices, receipts, TURPA P&L Monthly Statements via TURPA's Excel database; and all other records. **ACTION ITEM:** Conduct at April BOD Meeting

- C. TURPA Membership Drive and Joe's Letter: The letter could be communicated to our membership in many fashions including the use of an on-line tool such as Survey Monkey, email, etc. Bill emailed survey monkey to BOD;

**ACTION ITEM: BOD to provide Survey Monkey response to Bill by 3/20.**

EXAMPLE:

*"TURPA is interested in what you think about our existing website and even more importantly, what can we do to make it better and serve you better. This is a simple and very quick 10 question survey. We thank you in advance for your participation! Please click the button below to begin the survey" (Do we need the "10" after "quick"? Oxy-moronic?)*

[CLICK HERE TO TAKE SURVEY](http://www.surveymonkey.com/s/Q87LSYZ) – <http://www.surveymonkey.com/s/Q87LSYZ>

- D. TURPA Handbook Revision – Job Descriptions:

**ACTION ITEM: To be discussed at April BOD meeting, after preparation of TURPA “checklist”.** Bill request that each BOD please read the DRAFT Handbook he gave out at the BOD Meeting and compare with Tracey’s DRAFT Excel Checklist “before the next BOD” to save time invested to complete this task at the next BOD meeting.

- E. TURPA Membership Drive – at the March BOD Meeting the following information was discussed:

Reduction in TURPA membership over the years. Need to push for increased membership and interesting meetings. The BOD agreed to define a strategy to accomplish our goals. The following questions were asked but not answered:

- a. What can we do better? **Phone outreach**

**ACTION ITEM: Tracey to follow-up with TURPA members that did not pay dues**

- b. Reach out to members and ask what they would like to see at future meetings?

**ACTION ITEM: To be discussed at April BOD meeting,**

BOD has a request from one member that Water Resource Conservation be a topic for one of our membership meetings in 2013

**ACTION ITEM: To be discussed at April BOD meeting**

Hank will prepare a 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 *Hank prepared a first “draft” version of the quarterly/annually audited areas listing and passed out a copy to each member.*

**ADJOURNED MEETING: 8:25 PM**

**NEXT MEETING: TENTATIVE - Wednesday, April 10<sup>th</sup> at 6:00 pm**

## **TURPA BOD ACTION ITEMS – FROM 2/13/2013 MEETING:**

### **Bill's Action Items**

- Email TURPs regarding invoice reminder, credits, and upcoming meetings. Etc. **DONE**
- Follow-up with Jon Warms regarding website maintenance **DONE**
- TURPA historic archives: Update CD with 2012 files (e.g., PDF, Word, Excel) and provide a new CD to each BOD. **DONE**

### **Hank's Action Items**

- Make arrangements for a demo/site visit (Energy Efficiency)-(meeting will not be conducted in March-To be conducted at later date)
- Determine how many TUR credits can be awarded for upcoming Membership meetings.
- Non-profit/IRS responsibilities and data breach: Prepare a checklist for quarterly activities we must perform/review.

### **Joe's Action Items**

- Email active member list to Jon Warms **DONE (completed by Bill)**
- Email all TURPA Members their username and password for accessing the “Members Section” on TURPA’s website **DONE (completed by Bill)**
- Discuss website at March 2013 BOD meeting (consider LinkedIn, Facebook, Twitter)
- Compose the BOD Membership Chair responsibilities
- Conduct membership “brainstorming” at March BOD meeting
- Follow up with Hank and contact Dwight Peavey for April Membership meeting

### **Lois' Action Items**

- Complete 1<sup>st</sup> quarter Audit at March 2013 BOD meeting ; **To be conducted in April**

### **Tracey's Action Items**

- Email membership invoicing expenses to Lois/Bill. **DONE**
- TURPA handbook: Update per Bill's markups (provided at 2/13 meeting) **To be updated pending BOD review of checklist**
- Email DRAFT BOD Meeting Minutes from February for comments. **DONE**