

TURPA BOD MEETING MINUTES
March 17, 2014

Call to Order/Start Time: 6:20 P.M.

Present: Bill Judd, Joe Lima , Jeff Bibeau, and Lois Hourihan

PRESSING BUSINESS

- A. TURPA WISP Annual Compliance Checklist and Training – WISP distributed to Jeff Bibeau for review [other BOD had previously received the most current WISP]. WISP procedures and training for 2014 to be completed at the next TURPA BOD meeting.
DONE: The WISP was reviewed and discussed with the BOD. Some minor changes will be made to remove provisos that do not pertain to TURPA’s processes for protecting PI data.
- B. 2nd Membership Invoice Mailer: Bill delivered new mailer to FedEx Kinkos and is waiting for a quotation.
DONE: The 2nd invoice mailing for 2014 will be completed on Thursday, March 20th.
- C. 2nd Quarter Membership Meeting: Bill to contact Walter Hope and Dwight Peavey to try to coordinate a condensed training session but to cover all new requirements for both DEP and EPA.
DONE: Walter has agreed to grant TURPA 3-credits for a combined 2.5-3.0 hour training session. Still waiting to hear back from Dwight. Walter is holding two potential dates, pending Dwight’s availability: Wed. April 23rd and Thur. April 24th.

SECRETARY’S REPORT (POSITION OPEN):

- A. Review Minutes from February 20, 2014: Revised minutes were presented to the BOD for review, BOD required no changes. Bill made a motion to accept the minutes and Jeff seconded.
DONE.

TREASURER’S REPORT (LOIS):

- A. Bank Balance (as of March 17, 2014): Checking: \$1,086.74 + Savings: \$76.57 =
TOTAL: \$1,163.31
ACTION ITEM: Lois to call BOA and Sovereign to inquire about reduced monthly service fees.
BOA: Minimum balance of \$3,000 or change to a business for debit account for no service fee.
SOVEREIGN: Minimum balance of \$1,400 for no service fee.
ACTION ITEM: Joe to call Middlesex Bank and discuss policies that may accommodate a Not-For-Profit Corp. BOD decided to continue researching this issue and review again at the next BOD meeting.
- B. TURPA Financial Audit Policy: **Audit has now been changed to “MONTHLY” schedule.** In addition, “MONTHLY” P&L Excel files are to be created and updated with previous month’s data as appears in the BOA monthly statements, new Excel workbook file encrypted and emailed to the all BOD members [for review] by no later than the 2nd Friday of each month.
ACTION ITEM: Lois to complete monthly P&L Statements for January 2014, February 2014, and email to BOD for review. **DUE DATE:** March 21st.

MEMBERSHIP CHAIR REPORT (JOE):

Review Member Report: Current TOTAL 30; [26 PAID; 21 “2013 former members” and 5 new members (Alexis Dallaportas, John Glasier, Walter Hope, Jayne Knott and Hassan Youssef)];

ACTION ITEM: Joe to revise the last 2013 TURPA Member Excel Workbook [dated 2-20-2014] with new 2014 member data. Please provide revised file as soon as possible.

ACTION ITEM: Bill to check TURPA PO Box for new members. **DONE:** None as of 3-18-2014.

PRESIDENT’S REPORT (BILL) – ALL LISTED ABOVE UNDER “PRESSING BUSINESS”

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2nd Quarter Membership Meeting: Bill to contact Walter Hope and Dwight Peavey to try to coordinate a condensed training session but to cover all new requirements for both DEP and EPA.

DONE: Walter has agreed to grant TURPA 3-credits for a combined 2.5-3.0 hour training session. Still waiting to hear back from Dwight. Walter is holding two potential dates, pending Dwight’s availability: Wed. April 23rd and Thur. April 24th.

NEW BUSINESS:

A. 3rd Quarter Membership Meeting: Bill has contacted Andy Jones at Pfizer. Andy indicated that he would try to get approval to conduct a meeting at his location in September with presentation and facility tour. TURPA can also have a dinner (TURPA’s expense). Depending on the time he has available, this may become a breakfast/morning or lunch/afternoon event.

ACTION ITEM: Bill to follow-up with Andy in early July to try to confirm a date and time in early September.

B. 4th Quarter Membership Meeting: Jeff suggested partnering with TURI for Fall TUR Planner Continuing Educational Conference as one possibility.

COMMENTS: Need to work out logistics with TURI so that the TURPA Membership Meeting Mixer – if at all possible – can start immediately concluding the conference (or maybe a little earlier), preferably in the largest room/area to try to maintain attendance. One-on-one discussions with session presenters/ agency staff may help attendance.

OR

Seek other speakers and hold 4th Quarter TURPA Membership Meeting in central or western venue. Jeff mentioned that Tighe & Bond has offices in Worcester and Westfield that can possibly be used as a venue.

ACTION ITEM: Jeff to confirm availability venue potential.

ACTION ITEM: Bill to contact Beka at U-Mass Dartmouth, Industrial Assessment Center to discuss possible location as venue, and see if he would be willing to conduct a presentation on Energy Conservation, catering availability, etc.

C. New BOD Member – Cassie Roberts: newly certified TUR Planner has expressed interest in joining the BOD.

ACTION ITEM: Bill to contact Cassie and confirm that she still wants to join BOD, and invite her to the next BOD meeting, which may be April 14th at 5:00 PM (PENDING BOD APPROVAL – SEE BELOW). THIS SHOULD BE A QUICK MEETING ~ 1-HOUR.

ADJOURNED MEETING: 6:40 PM

NEXT BOD MEETING: PENDING APRIL MEMBERSHIP MEETING CONFIRMATION

April 14th, 5:00 PM to discuss details of April meeting and welcome Cassie Roberts to the BOD.