

TURPA BOD MEETING MINUTES
March 27, 2012

Present: Bill Judd, Hank Nowick and Tracey Costa (recorded meeting minutes)

Meeting called to order: 6:00 pm

Pressing Business:

1) Review of hard copy records

A. 1995-2012 Bank Statements

- i. Select a date to destroy/keep records or scan all
- ii. Current checks/membership forms are scanned-account numbers are hidden in scanned versions
- iii. MOTION: Separate records by year; Contact Iron Mountain or Kinkos to arrange for scanning of records. Hard copies of scanned records will be subsequently shredded. Use jump drive or CDs to store electronic (pdf) records. Review pdfs for legibility, prior to destruction of hard copy records.

2) Membership

A. Tentative Meeting Date: 4/24/2012

B. Action Item: Outreach to existing TUR Planners.

- i. Action Item: Bill to provide mailing list.
- ii. Action Item: Each BOD to contact a select list of TUR planners for TURPA membership outreach. Hank to contact 1st twenty TUR Planners and Tracey to contact 2nd twenty TUR Planners.

3) Financial Status Update

A. IRS Letter: Received-90 days to provided technical review (from March 2, 2012). We need the keep the following items for each calendar year:

- i. Financials (I&E), Mailing List, DEP List, TURPA list, Agenda, Meeting Minutes
- ii. Annually: Membership meeting sign-in sheets, meeting dates, presentations/emails

4) Treasurer Position

A. Ad Hoc: Hank to assume duties until a new Treasurer is in place

5) Historical Records Organization and Future Records:

A. Financial Binder (2005-2011): Hank to conduct records review (Hank departs at 8:00 pm). Hank to prepare an Income/Expenses Excel spreadsheet for calendar 2012 to-date, to hand-off to next Treasurer as a starting point.

B. All Records: Bill and Tracey review all records to categorize records that require scanning vs. obsolete records. Assembled historical files by year (i.e., 1995, 1996, etc.) for scanning. Quote for Scanning: Bill has contacted Iron Mountain for quote. Estimated Cost: \$500-\$700.

10:40 p.m. Adjourn meeting