

TURPA BOD MEETING AGENDA
April 10, 2013

Call to Order/Start Time: 06:20 P.M.

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

Secretary's Report (Tracey):

- A. Review Minutes: March meeting minutes accepted and will be saved by TC as pdf and email both MS Word version and pdf to Kurt (only pdf will be posted online)
- B. Other: **ACTON ITEM:** Tracey will need current membership list for outreach, per updated list per Joe

Treasurer's Report (Lois):

- A. Bank Balance: Checking: \$2090.21 + Savings: \$776.34 = TOTAL: \$2866.55
- B. Outstanding Expenses to be Paid: Election Expense report for election (Hank) (\$52.80); **ACTION ITEM:** Hank to provide expense report
- 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:** May meeting
- D. **Membership Chair Report (Joe):**
- E. Review Member Report: New Members 3 + Renewals 46 + TOTAL 49

President's Report (Bill):

- A. TURA Act: There were recent hearings to modify TURA, no more details at this time: *Safer Alternatives Chemical Bill* in Ways and Means committee review.
ACTION ITEM: Bill to research to determine which stakeholders interested in amending TUR Act and follow up.
- B. Safer Alternative Chemical Bill: Now in Ways and Means.
ACTION ITEM: Bill to research and follow up.

Program Report (Hank/Bill):

- A. Proposed Membership Meetings:
 - 1) 2nd Quarter meeting:** (Tentative) Site visit recommended for Energy Efficiency and Resource Conservation.
ACTION ITEM: Hank has contacted the speakers from TURPA's Energy Meeting for a demo/site visit-Still waiting for response:
Douglas Fine, Assistant Commissioner, BPE- Bureau of Planning & Evaluation, Mass DEP 617-292-5792 Douglas.Fine@state.ma.us
Bram Claeys, Director Renewable Energy Policy, DOER 617- 626-7324
Bram.Claeys@state.ma.us

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:

- A. TURPA Home Page/Upcoming Events: will be updated as needed.
- B. Hot Topics page: This will be a work in progress.
- C. Jon Warms Additional Efforts:
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.
ACTION ITEM: JON AGREED TO TAKE THIS ON.
- D. New TUR Planners: **ACTION ITEM: Bill to obtain list of new planners.**

PRESSING BUSINESS:

- A. Complete 1st 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 May BOD Meeting;**
- B. 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;

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"

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

- C. TURPA Handbook Revision – Job Descriptions: Bill request that each BOD please read the DRAFT Handbook he gave out at the BOD Meeting and compare with Review Tracey's DRAFT Excel Checklist and finalize BOD responsibilities: **ACTION ITEM: TO BE CONDUCTED IN MAY**
- D. Mass Data Breach Regulations: TURPA needs to develop a "Comprehensive Written Information Security Program (WISP)", and conduct an annual audit of our system: **Review of 201 CMR 17.00; TURPA meets these regulations;**

ACTION ITEMS:

- **BOD to review regs and discuss at May meeting.**
- **Lois to obtain regulation information from MassDEP for clarification;**
- **Bill to resend presentation**

- E. TURPA Membership Drive – at the March BOD Meeting the following information was discussed, and to be continued at the April BOD meeting:
- What can we do better? **ACTION ITEM:** Tracey to follow-up with TURPA LAPSED members via “Phone Outreach” and TUR Planners that did not pay dues
 - Reach out to members and ask what they would like to see at future meetings?
ACTION ITEM: To be discussed at May BOD meeting
 - We have had a request from one member that Water Resource Conservation be a topic for one of our membership meetings in 2013
ACTION ITEM: Potential Fall meeting or May meeting; Bill will send Great Lakes Region; BOD to provide ideas at next meeting (May); Joe to contact Coca Cola; Hank to contact paper industry contacts. Lois to research vendors.
- F. 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 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:** Hank to prepare

ADJOURNED MEETING: 8:17 PM

NEXT MEETING: May 8, 2013, 6:00 PM

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

Bill's Action Items

None!

Hank's Action Items

- Contact DEP (Walter H./ Cynthia C.) regarding a request for priority review and acceptance of 3 TURP recertification credits
- 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.

Joe's Action Items

- Discuss website (consider LinkedIn, Facebook, Twitter)
- Update membership list to reflect payments (This may be done-please verify)
- **Contribute to BOD TURPA checklist**
- Follow up with Hank and contact Dwight Peavey for next Membership meeting

Lois' Action Items

- Complete 1st quarter Audit at April 2013 BOD meeting [need all hard copies of invoices, receipts, TURPA P&L Monthly Statements via TURPA's Excel database; and all other records]
- Provide payment to Tracey for invoice mailings
- **Contribute to BOD TURPA checklist**

Tracey's Action Items

- Contact unpaid members and to reach out regarding membership and 1st qtr meeting.