

**TURPA BOD MEETING MINUTES**  
**April 17, 2012**

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

Meeting called to order: 6:20 pm

**A. Welcome New TURPA Board Members:**

1. Background: Bill provides a brief history of the organization and presents Membership Handbook to new members and Articles of Organization.
  - Lois Hourihan, Genzyme – Treasurer (Present)
  - *Joe Lima, Houghton Chemical Corporation (Not Present)*
2. Membership: Reduction in TURPA membership over the years; Need to push for increased membership and interesting meetings.

**B. Future Membership Meeting**

- Action Item: Bill to reach out to DOE

**C. Secretary's Report (Tracey/Bill):**

1. Review Minutes from last BOD Meeting: Summarized the review of hard copy records from last meeting and decision to scan/pdf. . Create 1-3 files per year. Destroy records from past 7 years to “beginning”. Iron Mountain highly reputable firm to accomplish this goal. Hank has financial files (from last 5 years), which will be provided to Iron Mountain. (March Minutes accepted at 7:30 pm)
2. Review Action Items from last BOD Meeting:
  - **ACTION ITEM:** TC to refer to Bill’s email regarding updated email addresses of current members
  - **MOTION:** All records electronic moving forward.
  - **ACTION ITEM:** Track down “blue binder” containing: Bank Statements, P&L (Hank provided binder that contains TURPA financial records from last 7 years). Lois will be the keeper of these records. All of this information has been historically saved in Quickbooks, which was exported to MS Excel.
  - **ACTION ITEM:** Bill to provide to Lois the information to be included in a revised spreadsheet
  - Bill reviews recent IRS history and TURPA financial management history with Lois. There are 2 separate accounts.

**D. Membership Spreadsheets**

1. Membership Drive: Ongoing. Bill reviews his recent outreach activities. Discussion on how to distribute membership responsibilities. Bill discusses generation of new spreadsheet each year to track new members, which was implemented in 2012. Membership forms are addressed to Framingham PO Box, which are retrieved by Bill, including checks.

- **ACTION ITEM:** TC to update spreadsheet to incorporate members contacted by Bill, along with revised email addresses.
- **ACTION ITEM:** Hank to review list to provide list of members he is familiar with and will reach out to. (About 200+ TURP; 60 TURPA)
- **ACTION ITEM:** Signatory form to be emailed by Bill to Lois and to be embossed/signed by Tracey; Tracey to deliver to bank.

**E. FINANCIAL (Hank/Lois):**

1. Bank Balance as of 3/31/2012: \$5054.53 (Kinkos, Hank's expense report outstanding); Hank inquires about use of "non-profit" postage stamps.
2. Outstanding Expenses to be Paid: Jon Warms \$630 for 2011 Q2/Q3/Q4 (TURPA website). Lois prepares check and signed by Hank. Website moved to GoDaddy and working well (as of today). User name: [REDACTED] Password: [REDACTED]. **ACTION ITEM:** Tracey to email user name/password to existing members.
3. Other: Bill ordered two self-inking TURPA stamps from Staples and paid with TURPA Debit Card: 1) Deposit Stamp and 2) Return Address Stamp \$37.98
4. TURPA Accounts Payable: Bill made a motion that – whenever possible – invoices should be paid with TURPA Debit Cards, as this will minimize paperwork burden and maximize expense tracking (i.e., cutting expense checks, etc.). Bank of America (BOA) Statements always contain a brief description of the debit providing an automatic record of the expense. Only pay invoices by check when absolutely necessary (i.e., TURPA Website Maintenance checks, etc.). Vote: 3:1 for debit card and no expense reports. Exception for use of checks, as necessary. Bill will provide a blank check to Lois and Tracey, in case of emergency.
  - **ACTION ITEM:** Hank to request TURPA Debit Card from local BOA Branch.
  - **ACTION ITEM:** Bill to provide Kurt's email address to TC-TC to send pdf of meeting minutes to Kurt.
5. TURPA Financial Audit Policy: Bill made a motion that TURPA implement a written "Self-Audit" policy to include all financial records, BOD Meeting Agendas/Minutes, and Membership Meeting (MOTION: BOD meeting following end of each quarter-APPROVED). Announcements with Attendance Records to show money received for meeting attendance and membership dues [Note: Many checks received at meetings include both payment for meeting and dues – we MUST keep separate information from meetings and dues keep separate for IRS]. This motion came as a direct result of the over whelming burden in compiling previous 5-years of financial records required by the IRS to be submitted with application for reinstatement as a "Tax Exempt Corporation". In addition, on 3-27-12, the BOD organized historical TURPA records for 1995-2012 for scanning and archiving. Many records were missing for each year; many records were intermingled with various years of records, and discovery of several checks that were never cashed.

**F. TURPA Website Maintenance (Bill):**

- TURPA's Domain Name is registered with GoDaddy.com, and monthly fee has been paid for 2-years. Jon Warms has completed the following tasks: 1) Moved TURPA's website to GoDaddy; 2) Converted Word documents on website to password protected PDF files to minimize the chance of a document being altered after downloading; and 3) Each TURPA Member has been assigned a username and password.

**G. Program Report (Hank/Bill):**

- A. Next Membership Meeting 4-24-12: Courtyard Marriott, Marlborough: Speaker: Walter Hope; Subject: 2011/2012 TURA Reporting Changes:
- B. Meeting Announcement Emailing: Completed on 4-13-12 by Bill Judd; sent to ALL Mass DEP Certified TURPS (233) not just TURPA Members - had 22 failure returns. Tracey followed-up with additional research and additional emails but also experienced several email failures due to bad email addresses and notice that recipient of email was no longer employed. **ACTION ITEM:** Bill to request email addresses of new TURPs from Paul Walsh, DEP.
- 6. TURPA Poster Session with TURI TURP Conference on 4-12-12: Hank recruited 1 new member and one new BOD. **ACTION ITEM:** Tracey to pick up poster from TURI (Mark Myles) for next TURPA meeting.

**H. AGENDA/PRESSING BUSINESS:**

1. TURPA Tax Exempt Status Update:

Bill Judd received a second notification letter from the IRS requesting a Certified copy of TURPA's original Articles of Incorporation, and to be accompanied by a signed Declaration of Authenticity.

- On April 5, 2012, Bill contacted the Office of the Secretary to discuss this issue and based on our conversation, subsequently ordered a "certified copy" via their online services for a total fee of \$15. Bill received return receipt.
  - On April 9, 2012, Bill completed the response to the IRS request for additional information and sent the package via Certified Mail for a fee of \$6.60.

The total costs for this response was charged to TURPA's Debit Card, which will appear on TURPA's April 2012 BOA Statement as two separate change:

- TURPA Article of Incorporation Certified Copy Fee \$15.00
- TURPA IRS Response Letter Certified Mail Postage \$6.60
- Total \$11.60

- TURPA should receive written response to the 2<sup>nd</sup> package sent to the IRS within 90-days.
  - A. TURPA Records Retention/Scanning and Archiving: Bill has contacted Iron Mountain and requested a proposal to: 1) Scan all TURPA records from 1995-2011 and create PDF files for each year (or series of files for each year if needed); 2) Provide two copies of DVDs; and 3) Shred all TURPA documents purged from old files at the last TURPA BOD meeting on 3-27-12. Quote from Iron Mountain for \$526.06
  - B. IRS Federal Records Retention 7-Years: TURPA will maintain seven years of hard copy records.
  - C. Disposition of Scanned Records: BOD will review the contents of the scanned records on the DVDs. If all seems complete then all documents will be destroyed/shredded, except for the previous seven years.
- 2. TURPA Compliance with Mass Data Breach Regulations: Bill made a motion in email on 4-9-12 to incorporate an encryption policy for electronic distribution of sensitive documents, which requires a password. **ACTION ITEM:** Bill to review this process with Lois.

3. TURPA BOD Meeting Date May Need Changing: Tuesday night appears to be a conflict for some BOD members. Bill made a motion that an alternate day be proposed – i.e., the 2<sup>nd</sup> Wednesday of each month. MOTION APPROVED.
4. Meeting Announcements: President to send announcements; Treasurer to tally attendees; Treasurer to send list to Secretary; Secretary to prepare certificates in advance of meeting. **ACTION ITEMS:** Bill to email certificate; Bill to email 2<sup>nd</sup> email blast. Tracey to email reminder to Bill. Update Membership Handbook to reflect-Bill to email template to Tracey.
5. Next BOD meeting: May 9, 2012

Meeting Adjourned: 8:35 PM