

**TURPA BOD MEETING MINUTES**  
**May 16, 2012**

Meeting called to order: 6:50 pm

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

**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 – Joe attended the May 16th meeting and volunteered to be the TURPA Membership Chairman. Joe prefers using his “Comcast.net” email address.
2. Membership: 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:
  - What can we do better?
  - Reach out to members and ask what they would like to see at future meetings?

**B. Future Membership Meeting**

1. Action Item: Bill to contact the Mass Department of Energy Resources to extend a formal invitation for one of their representatives to speak at the next TURPA Membership meeting. Also, Bill has received a commitment from Rick Reibstein to speak at the next TURPA meeting, Subject: New Hazardous Materials Processing Regulations and Preventive Emergency Planning

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

1. Review Minutes from last BOD Meeting on April 17th: 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” in 1995. 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) **DONE:** Bill has received the final product from Iron Mountain, reviewed the PDF files on the DVD for searchability, and paid our bill for these services \$892.08 via TURPA Debit Card. Iron Mountain is currently storing all of our files at their Virginia location.
2. Review Action Items from last BOD Meeting:
  - **ACTION ITEM:** TC to refer to Bill’s email regarding updated email addresses of current members. Tracey to revise TURPA Member Excel Database and email to Bill
  - **MOTION:** All records will be electronic moving forward, except for BOD meeting Agenda/Minutes for reference and review; then archived electronically as PFD files and emailed to Jon Warms for posting on TURPA’s website. **DONE:** Bill emailed files to Jon Warms.

- **ACTION ITEM:** Track down “blue binder” containing: Bank Statements, P&L (Hank provided binder that contains TURPA financial records from last 7 years). **Done:** Bill confirmed that this binder was in the box of files to be scanned.
- **ACTION ITEM:** Lois will be the keeper of financial records. All historical information was exported from Quickbooks and will be managed in the future via Excel Workbook. There will be a new Excel Workbook created for each calendar year that contains twelve individual spreadsheets and one summary sheet for the year’s activities.
- **ACTION ITEM:** Bill to provide Lois information to be included in a revised spreadsheet based on what was sent to the IRS. **DONE:** Bill compiled draft Excel Workbook financial accounting system (based on recent accounting documents submitted to the IRS), and emailed to Lois as password protected archive.
- **ACTION ITEM:** Website moved to GoDaddy and working well. Tracey to email user names/password to existing members.

**D. Membership Spreadsheets/Database**

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 early 2012. Membership forms are addressed to Framingham PO Box, which are retrieved by Bill, including checks.
  - **ACTION ITEM:** Tracey to update spreadsheet to incorporate members contacted by each BOD, along with revised email addresses.
  - **ACTION ITEM:** Signatory form to be emailed by Bill to Lois and to be embossed/signed by Tracey; Tracey to deliver to bank. Tracey and Lois, please see email dated 4-17-12 with “subject “Lois - BOA Signature Card Addendum”. Lois has to have her “Corporate Signature Card Addendum” notarized; and that document gets included with the document you are preparing. Just wanted to make certain there is no confusion here. **DONE.**

**E. FINANCIAL/ TREASURER’S REPORT (Hank/Lois/Bill):**

1. Bank of America Account Balance as of July 31, 2012: \$4,507.23
2. Lois Hourihan is the new TURPA Treasurer. Bill will provide Lois with TURPA Monthly Bank Statements and copies of any deposits via had delivery or TURPA’s new security policy of password protecting all electronically scanned files containing sensitive/personal information. Lois will maintain an Excel spreadsheet of TURPA Financials.
3. Outstanding Expenses to be Paid: Jon Warms for Q1/Q2 2012 for TURPA website maintenance – no invoice has been sent at this time.
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.). **BOD Voted:** 3:1 for debit card and no expense reports. Exception for use of checks, as necessary. A blank check will be provided to Lois and Tracey, in case of emergency.

- **ACTION ITEM:** Hank to request TURPA Debit Card from local BOA Branch. **DONE.**
  - **ACTION ITEM:** Bill to provide Jon Warm's email address to Tracey, so Tracey can email PDF files of agenda and meeting minutes to Jon Warms: jrwarms1@gmail.com
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-**BOD 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. When making a single deposit that contains both "TURPA Member Meeting payments" and TURPA Membership Dues, we **MUST** keep a record of the amount for "dues" and "membership" payments for the IRS. These two amounts can be hand written on the deposit slips and monthly statements for future reference.

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 deposited, which equaled several hundred dollars in lost meeting and dues payments.

6. TURPA IRS Exemption Status Update: TURPA received a letter from the IRS dated 5-17-2012 stating that tax exemption had been reinstated. TURPA is required to file an IRS Form 990 N before May 15<sup>th</sup> for the previous tax year period, which is a calendar for TURPA. Although TURPA received the tax exemption reinstatement letter after may 15<sup>th</sup>, as a precautionary measure Bill Judd filed an IRS Form 990 N for calendar year 2011. **THIS FORM SHOULD BE FILED IN JAN OR FEB OF EACH YEAR.**

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

1. Tracey Costa will email Jon Warms PDF [not Word] file of finalized minutes from each meeting.
2. Bill to email revised TURPA revised BOD list and revised membership form. **DONE**

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

1. Next Membership Meeting early October: Courtyard Marriott, Marlborough. Potential subject matter: 1) New Hazardous Materials Processing Regulations and Preventive Emergency Planning, and Energy Efficiency Initiatives in the State/Renewable Energy Opportunities. Bill will discuss potential meeting dates with the BOD and select a date based on speaker availability.

## **H. AGENDA/PRESSING BUSINESS/NEW BUSINESS:**

1. TURPA Tax Exempt Status Update:  
TURPA has received confirmation from the IRS that TURPA's Tax Exempt status has been retroactively reestablished.
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 and other BOD members. Bill requested that ALL BOD bring their laptops to the next BOD meeting on May 9<sup>th</sup>, so each BOD can have hands-on demonstration with this procedure. **MEETING RAN LATE SO THIS TASK WAS NOT CONDUCTED – ALL BOD TO BRING LAPTOP TO NEXT BOD MEETING.**
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.** BOD will now meet on Wednesday nights at 6:30 pm
4. TURPA BOD Summer Recess: The BOD agreed that the next BOD meeting would be in September but no date has been confirmed.
5. Meeting Announcements: President to send announcements; Hank to tally attendees as he receives their response via email for the meeting attendance; Hank to send list to Tracey; Tracey will prepare certificates in advance of meeting. Bill [or other BOD in Bill's absence] will distribute certificates at the meeting – they will not be emailed. **ACTION ITEM:** Bill to email certificate template to Tracey. **DONE**
6. Tracey asked if the BOD could work towards reducing email traffic. All agreed.

## **I. NEXT BOD MEETING: NOT SCHEDULED**

1. Hank suggested that the BOD try to use Skype for the next meeting on June 6th to try to save time during the TURA Reporting period. Some BOD members did not have access to Skype at their facility, so this was not a viable option.
2. Tracey offered to occasionally sponsor a conference call from her company provided that the conference call could be earlier than the typical nightly meeting of 6:00, so that she would not have to stay late at work that night. Preferred conference call time of 5:30 pm or earlier.

## **J. Meeting Adjourned: 9:15 PM**