

TURPA BOD MEETING MINUTES

June 3, 2013

Call to Order/Start Time: 06:25 P.M.

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

PRESSING BUSINESS

- A. May/June Monthly Membership Meeting: Meeting will be postponed to Fall (Sept., preferable).
ACTION ITEM: Joe will contact Coca Cola
ACTION ITEM: Bill to email “Call For Speakers” to members. **DONE**
ACTION ITEM: Address new regs 527 CMR 33 (Haz Material Process or Processing);
ACTION ITEM: Bill to reach out to ASSE to inquire about joint meeting. Tracey will provide contact information to Bill. Other group-AFE (AFE.org); Joe to provide contact information to Bill

- B. 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 ITEM: Lois to reach out to program contact, research what TURPA currently addresses as CBI, see what needs to be added and what can be eliminated. Also, develop a WISP for TURPA for annual review.

- 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: BOD TO COMPLETE IN OCTOBER**

- D. Update 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: BOD to address at October meeting**

- E. Survey Monkey: Survey results were favorable. However, the response was low. BOD will re-visit website

- F. TURPA Membership Drive and Joe's Letter: The letter was communicated to members

- G. Other Social Media Opportunities: **ACTION ITEM: Lois to review Facebook options for TURPA.**

Secretary’s Report (Tracey):

- A. Review Minutes: May meeting minutes accepted and will be saved by TC as pdf and email both MS Word version and pdf to Jon Warms (only pdf will be posted online)

- B. Other: **ACTION ITEM: Tracey and Lois will need current membership list from Joe for outreach, per updated list per Joe.**

Treasurer's Report (Lois):

- A. Bank Balance: Checking: \$1063.47 + Savings: \$776.40 = TOTAL: \$1839.87
- B. \$600.57 was paid to Hank for Marriott expenses for make-up meeting and election mailing expenses (\$60.28)
- C. TURPA Financial Audit Policy: BOD completed this task for 1st Quarter, 2013. We are now on a calendar year schedule. ACTION ITEM: Lois to email Hank's postage receipt to Bill
- D. 1st Secretary of State-**Form ST-2: Certificate of Exemption**: Requested by Bill on 5/1/2013; TURPA does not qualify- TURPA, as a "501C6"; What this means: TURPA needs to pay taxes for expenditures. However, IRS recognizes TURPA as a NPO; Therefore, no income taxes need to be filed, only submit IRS e-Card Online indicating no change in status. **Call received by Bill on May 2, 2013, indicating that taxes need to be paid for transactions, since exemption does not apply.**

Membership Chair Report (Joe):

- A. Review Member Report: Current TOTAL 76; [62 PAID; 14 "2012 former members" unpaid]; **ACTION ITEM: Tracey to contact unpaid members (other than retired members)**
- B. 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**

President's Report (Bill):

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. Still same status, as of April 30, 2013. One of the biggest changes will be change from "Toxics Use Reduction" to "Toxics Use Safer Alternatives". The Alliance for a Healthy Tomorrow ("AHT") - (Healthytomorrow.org) is pushing for this change. Bill S.354.

ACTION ITEM: Bill to email ALL TUR PLANNERS summary and status. We did not receive any updates on this issue during last week's TUR Advisory Committee Meeting.

Program Report (Bill):

Proposed Membership Meetings: October 2013; various speakers under consideration

- Facilities
- Municipalities (i.e., lighting plants, WWTPs)
- Federal regulators
- Vendors
- Call for Speakers
- No on October 14 (Columbus Day)

TURPA Website Maintenance (Bill/Joe/Jon Warms):

1. The following items require updating
 - BOD needs to be amended
 - Membership Meetings page
 - BOD meeting minutes
 - TURPA Home Page/Upcoming Events;
 - **ACTION ITEM:** Tracey to provide to Jon Warms April and May meeting minutes.
 - **ACTION ITEM:** Bill to contact Jon Warms presentations from last membership meeting to update TURPA membership form on website

2. Hot Topics page: This will be a work in progress.

ADJOURNED MEETING: 8:15 P.M

NEXT BOD MEETING: September, 9, 2013-6:00 PM