

**TURPA BOD MEETING MINUTES**  
**September 25, 2012**

**Call to Order/Start Time:** 6:45 pm

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

**Secretary's Report (Tracey):**

- A. Review Minutes from last BOD Meeting: Approved \_\_\_\_\_  
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- B. Review Action Items from last BOD Meeting: Some completed and some carried forward. \_\_\_\_\_  
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- C. Member Report (i.e., how many total, new for this month, etc.): 63 / Need to email all TURPA Members their username and password for accessing the "Members Section" on TURPA's website. \_\_\_\_\_  
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- D. Other: The Balance sheet was examined. Some questions regarding what expenses the Iron Mountain account actually cover were discussed. Bill was to determine if storage is covered. Bill passed the financial records on to Lois. **DONE:** Iron Mountain charges for yearly storage. Bill has requested that the files be returned. \_\_\_\_\_

**Treasurer's Report (Lois):**

- A. Bank Balance: Deposit: \$2,823.04 Savings: \$776.14 Total: \$3,599.18
- B. Outstanding Expenses to be Paid: Jon Warms \$630 for TURPA website recoding and updating.  
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- C. TURPA Financial Audit Policy: BOD needs to complete this task for previous 2-quarters. Lois has DRAFT report completed; audit should take only a few minutes to review the printed report and other financial records. We are now on a calendar year schedule. Our Annual Report must be filed before the end of the year. "Report" Card must be filed by February. Hank will prepare a checklist for quarterly activities we must perform/review. Hank suggested we do an audit at our next meeting, tentatively Oct. 18<sup>th</sup>, in order to prepare for the end of year reporting. \_\_\_\_\_  
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**Program Report (Hank/Bill):**

- A. Next Membership Meeting 10-16-12 (CONFIRMED): Courtyard Marriott, Marlborough. Subject: Energy Efficiency Opportunities in Massachusetts; Speakers not yet confirmed but expect the following: Kathryn O'Rourke, Mass DOER and Doug Fine, Mass DEP, and someone from OTA.  
\_\_\_\_\_  
\_\_\_\_\_
- B. Gifts for Speakers: Can we still get the monogrammed pens or something else that is more of a keepsake? Who will get the gifts? Bill to purchase pens with case for guest speakers and John Shipp, former TURPA Treasurer. \_\_\_\_\_

- C. TURPA Annual Membership Meeting: Do we have our next meeting in late November or mid December? Bill to contact Liz at TURI to see if we can coordinate our annual membership meeting on the same date to immediately follow their Nov.13<sup>th</sup> TURP Continuing Education Conference. \_\_\_\_\_
- D. TURPA 2013 Election Committee Selection: Last year the committee consisted of the following individuals: Don Alger, Lindsay Chhon & Bob Fife. Bill to send them email to see if they would assist us again this year. **DONE**. Don Alger has responded and agreed to Chair the Election Committee. \_\_\_\_\_

**TURPA Website Maintenance (Bill):**

- A. Member Database and Password Revisions, Corrections, Additions, etc.: Jon Warms will complete additional revisions to TURPA's website including BOD minutes from May and details of upcoming TURPA Membership meeting on Oct. 16<sup>th</sup>. \_\_\_\_\_

**PRESSING BUSINESS:**

- A. Implementing TURPA's Newly Adopted Policy for Complying with Mass Data Breach Regulations:  
Bill assisted with installation of StuffIt on each BOD's laptop, and demonstrated how to create password protected archives and expanding the same. Going forward, BOD members are to only email sensitive data if it has been encrypted and password protected.
- B. TURPA Printed checks: Lois is sending a "blank Check" to cover expenses to Tracy. Also, that Hank and Bill have debit cards to use. The card use appears on the monthly Bank of America Statements. The checks we have need to be reprinted, as the return address is incorrect. Lois is to have new checks printed.
- \_\_\_\_\_
- B. Membership Chair, Joe Lima: Assist Joe with transitioning to this BOD responsibility. What do we need to provide? Bill also passed on TURPA rosters to Joe. \_\_\_\_\_

**NEW BUSINESS:**

- A. TURPA Membership Drive – at the May BOD Meeting the following information was discussed: 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 but not answered:
- a. What can we do better?
  - b. Reach out to members and ask what they would like to see at future meetings?
- B. TURPA Historical Records/Archived to CD: Bill passed out CD's of the TURPA Historical Archives and explained how to use Stuffit in transmitting sensitive records. Bill also passed on TURPA rosters to Joe.

**ADJOURN MEETING: 10:15pm**

**NEXT MEETING: Thursday, October 18<sup>th</sup> at 6:30 pm, Courtyard Marriott / AUDIT**