

## ICPA Officer Meeting Minutes

Tuesday, March 24, 2009 – 1:00 – 2:00 PM Central Time for 60 minutes

### Officers Present

President	Kary Lippe	1 <sup>st</sup> Vice President	Ann Lister
2 <sup>nd</sup> Vice President	Amy Morgan	Secretary	Kathy DeLaBarre-Bumpus

Guest: Rick Miller

### Minutes

#### 1. Web work – The Ardmore Tree

Rick expressed concern regarding the difficulties of completion of projects requested

Officers acknowledged The Ardmore Tree pulled ICPA through tough time when previous website designer was sold and abandoned ICPA the Officers also expressed a desire to continue working with The Ardmore Tree

Kary requested Officers input of others who may also provide web site design, hoster, and server services. The idea is to be prepared should another service provider be required and to allow for a seamless transition with uninterrupted availability to the ICPA website.

Action Items:

1. Discuss concerns with The Ardmore Tree and determine priority status provided ICPA - Amy
2. Research use of the work order job site created to request projects – Rick
3. Compile list of projects and assign deadlines to each project – Rick / Kary
4. Compile list of potential web site designer / hoster
  - a. Ann suggested party currently designing digital brochure – will research further when appropriate if necessary

#### 2. Introduction of new Secretary

Kary introduced Kathy DeLaBarre-Bumpus as the new Secretary replacing resigning Secretary - Appreciation by all officers was also expressed for agreeing to fill the position

All extended a warm welcome to Kathy

#### 3. Treasurer's Report

There were no questions or concerns regarding the February 2009 Treasure's Report

#### 4. Conference Comments

##### 2009 Conference

Kary – Went well

Amy - Fun, great, with impressive speakers and great tracks provided – Also suggested adding descriptions for each session to further clarify content of sessions for the 2010 conference

Kary – Requested compiling Lessons Learned list from 2009 Conference to pass on to 2010 Conference Committee

##### 2010 Conference

Ann announced the following:

1. Conference to be held in Orlando, Florida
2. Conference Committee to include Blain and Chris as well as all Officers
3. A few additional persons have been placed on the volunteer list
4. Speaker's accommodations would be provided only for the day they are presenting and that a \$300.00 charge would be collected from each speaker choosing to stay additional days – Action supported by officers and will be included in 2009 Conference Lessons Learned

Conference Action Items:

1. Kary – work with Dana to compile 2009 Conference Lessons Learned - \$300.00 fee for speakers staying additional days to be included on list
2. Amy – work with speakers for 2010 Conference to compile and include track descriptions for each break out session
3. Ann – To ask for additional Conference volunteers as time draws nearer to conference

## 5. Membership

### Joined / Expired Members

Amy - not sure where to locate information regarding Joined / Expired Members within newly constructed website

Kary – Request everyone look at due dates displayed on secured portion of ICPA website

Ann – sends messages to newly enrolled members reminding them of their renewal date – this is currently the only way to remind members of their expiration / renewal date

### Planned Seminars for this year (where are we)

Amy reaching out to Lynda to regroup to better determine where Service Provider Committee stands in regards to coordination of webinars /seminars with Service Providers. Amy also mentioned Lynda said Service Providers are excited to Partner with ICPA regarding the coordination of webinars and seminars. Amy is doing the following:

- a. Obtaining Service Provider list from Lynda
- b. Composing e-mail to send Service Providers to determine which service providers would like to partner with ICPA

### Service Provider Committee

Concern was expressed the current Service Provider Committee was not working well – Committee not responding well to Lynda and that it may be appropriate to form new committee for 2009

## 6. Suggested Topics

### Storage Facility

Ann stated the need for renting a storage unit to store ICPA goods and conference decorations as she is running out of space at her house to store such things – The Officers were in favor and Kary agreed to present the need at the next ICPA Board meeting.

### Google Group

A suggestion was made to use Google Group, a free, secure, and private collaboration website, to store and share files amongst the ICPA Board and Officers – Information to be shared would include but not limited to the items listed below. To use each Board Member and Officer would have to join by establishing a free Google account.

1. Shared calendars

2. Shared spreadsheets
3. Financial Reports
4. Membership enrollment / expiration

A suggestion was also made that each Officer join and the group and test the sight for a specified period time to determine how well it would work

Kary will look further into request and into doing something similar on existing ICPA web site

#### **ICPA Blog**

Amy has worked to register ICPA on free Blog and is currently the blog master for the sight – limited features are available but may be expanded for a fee. The blog was developed to further membership networking and to provide on – line chat rooms. A code of conduct is being drafted.

#### **7. Goal for 2009**

Kary stated goal of working together to improve ICPA recordkeeping – The following ideas for areas of improvement were discussed:

1. Listing all jobs related to specific Officer position
2. Document and enact procedures and processes delineating the execution of the responsibilities of each Officer – i.e. replacement of officers, conference planning, etc...
  - a. Ann suggested each Officer and Board member be paired with previous Officer and Board member to discuss and write description / responsibilities for that position – assign deadline for completion
  - b. Ann currently writing manual for How to Plan an ICPA Conference
2. Improve visibility for shared records

#### **8. Items for Board meeting**

1. Ann – Suggestions for changing way conference is organized
2. Discuss disciplinary action for people who stole alcohol at the Conference – Request disciplinary letter from Larry
3. Rented storage space for ICPA goods and decorations

**Meeting concluded: Next Meeting April 14, 2009 1:00p.m. Central Time**