

ICPA Board Meeting Minutes

Tuesday, March 25, 2009 – 1:00 PM Central Time for 67 minutes

Board Attendees Present: Margo Hammer, Steve Aiello, Joe Burks, Cindy Hazlett, Mike Rafferty

Officer Attendees Present: Kary Lippe, Ann Lister, Amy Morgan

Guests Present: Larry Hanson, Sheree Lupo, Jay Mittleman

Minutes

Quorum has been met.

Welcome

Introduction of Kathy DeLaBarre-Bumpus as new Secretary

Officer Report

Web master

Kary taking names of potential web master service providers

- a. Discussion with current web master regarding concerns with project completion
- b. Documenting issues
- c. Compiling list of potential replacements if required

Seminars / Webinars / Blog

Amy reported progress on Seminars / Webinars and ICPA Blog

- a. Working with Lynda to obtain list of Service Providers
- b. Sending e-mail soliciting Service Provider members for interest in partnering with ICPA to conduct seminar / webinar
- c. Registered ICPA for free Blog – will forward a draft for review and working with Larry to write Rules of Conduct before posting anything or linking Blog to ICPA website
- d. Request for volunteers to assist Amy made by Margo

Post Conference Feedback

Ann reported the following feedback

2009 Conference –

- a. Would like to post presentations of authorized presentations on shared website for limited time to enable non-member attendees access to the presentation – Mike to research potential shared websites to do so

b. 2009 Survey Monkey to be distributed soliciting feedback regarding hotel accommodations, sessions, general conference information, and open comments

c. Conference cost

1. Final bill not yet received from Orange County Hyatt

a. \$40,000 room attrition – negotiated down to \$20,000

b. no waiting list this year and 20% cancellation rate

c. Sizeable cost differential of surrounding hotels – Hyatt did not reduce rates

2. Registration paid Tuesday, March 25

3. \$30,000 in Conference account

d. Disciplinary Actions

1. Abuse of bar privileges at Conference – A few members caught stealing beer after the bars closed

2. Board agrees disciplinary action should be taken against offenders

3. Sheree motioned appropriate parties be deleted from attending 2010 conference, Mike Seconded the motion, none opposed, motion carried

4. Larry to draft letter to be sent to appropriate parties and forward to Margo and Ann for review

5. Discussion tabled notifying to membership of expected conduct at ICPA gatherings – will be discussed at October meeting

2010 Conference

a. Planning to begin in May

b. Change meeting times of Board and Officers meeting from Thursday after conference to Sunday before Conference and Members Only meeting to Tuesday 9 -10 with no breakout sessions offered at that time

c. Kennedy Space Center – survey monkey returned favorable results of interest – most likely to be offered as post conference activity

Exhibitions

a. NCBFAA, April – West Coast – Two members from New York checking with AAEL to determine if AAEL will partner with ICPA again this year

b. ISA Seminar – San Francisco, April 23 – Two local members will be present to Exhibit for ICPA

Storage Facility

a. Ann proposed securing a 10' x 10' secured storage unit to store ICPA goods and decorations – have outgrown previously purchase storage building located at Ann's – Cost \$45.00 / month will pay annually rather than monthly

1. Cindy motioned to pass Ann's proposal, Mike Seconded, all in favor, none opposed, motion carried

ICPA Personal Assistant

Margo reiterated ICPA has a formal arrangement with Elizabeth, Ann's daughter for \$500/ month to perform administrative tasks for the Board and Officers

Service Provider Spotlight Feature

Margo presented, for Lynda, an offer from American Shipper to participate in an ISF benchmark study they are conducting and asked if this something ICPA would be interested in sponsoring. ICPA involvement would include use of ICPA logo and ICPA conducting survey amongst ICPA membership and publishing results. Board is in favor of pursuing potential involvement.

Study conducted amongst U.S. Importers, retailers, manufacturers, and wholesalers about ISF best practices, processes, and technology to get a pulse on initial review, challenges, etc. Benchmark to focus on four areas – common ISF issues and best practices, cost associated with compliance, business process changes required, and technologies to assist in initiative.

Additional

Sheree received solicitation calls from Service Providers from posting questions on ICPA Q&A and also pressure from another service provider to provide ICPA member contact information for solicitation purposes.

Conclusion

Margo encouraged the board to give thought as to how to reach out to subcommittees and Officers to assist in current initiatives and how to force multiply those efforts. This is also a good way for Board to present a united front from an ICPA perspective. Margo will also be compiling a list of committees and their leaders and compiling a list of topics to be discussed in the October meeting.

Next Meeting – Wednesday, April 08, 2009 3:00 PM Central Time