

## ICPA Officer Meeting Minutes

Tuesday, April 14, 2009 – 1:00 – 2:00 PM Central Time for 25 minutes

### Officers Present

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

### Minutes

#### Officer Reports:

Kary

1. Web language – Awaiting response from Board regarding Privacy and Terms of Service statements to be posted on the ICPA website
2. Presentations – Kary to forward presentations to Devon to get down loaded on the website and has assigned "Presentation not Available" verbiage to header of missing presentations
3. Continues to work with Rick in the monitoring of Devon's performance – awaiting project lists from Rick and Devon

Stacey

#### 1. Unpaid Member

Stacey - inquired as to whether Elizabeth could follow up with unpaid members to work out details of when paid or who is paying (member or corporation) / has paid the membership fee and to ensure membership is activated – Primarily those unpaid members paying by check - Task difficult due to delayed receipt of checks

Stacey to continue following up with unpaid members – send e-mail twice a month, log receipt of checks, and update website upon receipt of checks

Amy / Stacey - Suggestion made to require only credit card payment for individual memberships and check payment for Corporate Membership – credit card payment for individuals would expedite website availability for individuals and provides for cleaner recordkeeping

Ann - Explained increase in receipt of number of checks is due to the problems with website and that receiving of checks is clear profit for the organization – Receipt of credit card payments requires the ICPA pay a 5% - 6% service charge for each credit card transaction

Kary – To bring up credit card only suggestion to the Board

2. Treasurer update – Nothing new – financials sent out and April's report will be issued reflecting re-categorizing of conference funds
3. Bank Update – Stacy has signed and submitted the required signature card and can start writing checks when needed

Kathy

1. Minutes

- a. All is going well with listening to meeting playback
- b. Completion and distribution of meeting minutes will occur in timelier manner
- c. Kary – obtain and forward to Kathy information for uploading minutes into Recordkeeping portion of website

Ann

1. Ordered ICPA pens

2. Reminder e-mails out Monday 4/13 to those whose memberships expire in April

- a. 2 New Members
- b. 26 Renew

3. Awaiting response from AAEL to hear if ICPA to attend for free at 4/23/09 ISA conference in San Francisco – If cannot attend for free ICPA will not go

4. NCBFFA week of 4/20/09

5. Devon completed "Upcoming Conferences" portion of ICPA website week ending 4/10 and by week ending 4/17 should have alphabetical listing of membership completed – Devon has also added Service Provider information to "Contact Us" list on website

6. Global Trade Academy Training group - "Fall Update" all day Seminar in Dallas the Thursday before October meeting – Larry already attends and Darrel could provide Canadian perspective

Ann to follow up with Lynda and Amy so they may coordinate

7. Ann suggested ICPA partner with other organizations having conferences in same area as ICPA to negotiate with hotels for better conference pricing / room pricing – Win / win for hotel and organizations wishing to hold a conference in the area – Hotel, more exposure and rooms sold – Organizations, better conference pricing and improved room rate discounts – Basically a volume discount

8. Distribution of electronic birthday cards to members on or near their birthdays – list derived from previous year's membership

Amy

1. Blog

- a. Awaiting update from Board regarding Privacy and Terms of Service statements
- b. Idea for Blog Committee in regards to monitoring / maintaining of Blog activities – Awaiting response from Board before putting committee together

2. Seminars / Webinars – idea for committee for coordination of the logistics of setting up Regional Seminars

Ann to assist Amy by coordinating with Lynda persons to communicate opportunities to Service Providers, list of their responsibilities, and coordination of persons to follow up with interested Service Providers

**Conclusion**

Kary expressed his appreciation and acknowledged everyone's hard work and dedication to the ICPA