

ICPA Board Meeting Minutes

Wednesday, April 8, 2009 – 3:00 PM Central Time for 30 minutes

Board Attendees Present: Margo Hammar, Lynda Westerfield, Sheree Lupo, Bobby Butler, Cindy Hazlett, Joe Burks, Tina Fanfara, Jay Mittleman, Mario Aleman

Officer Attendees Present: Kary Lippe, Ann Lister, Stacey Krause, Kathy DeLaBarre-Bumpus

Guests Present: Larry Hanson

Minutes

Quorum has been met.

Minutes Approval – Margo moved for approval of 3-25-09 minutes. Mario motioned for approval. Sheree Seconded. All in – favor none opposed. Motion passed.

Officer Report

President – Kary is working with Devin, Rick, and Mike to determine how best to temporarily store Conference presentations for access by non-member conference attendees and archiving of presentations within the ICPA restricted access portion of ICPA website. Joe expressed concern regarding broad width charges for public site – Ann suggested the cost would be worth the convenience and that it should be considered a Conference cost

Kary continues to research and develop best practices for recordkeeping / archiving of ICPA documents

1st Vice President - Ann

President's ring has been received – Distributor for ring has been changed – Cost for ring is less and ICPA can custom design the ring

Return envelopes and a dispenser have been purchased

U.S. Commercial Services

1. Partnering with ICPA for a conference in Tucson, Arizona May 19th
2. Margo commended partnering effort and design of brochure

Global Trade Academy – seminar this fall in Dallas before annual Board meeting - Darrel attends regularly and Larry is invited

Exhibitions –

1. By the next meeting exhibitions will have occurred at NCFBB Conference and North Bay's ISF Seminar in San Francisco – Two local members will exhibiting for ICPA at ISF seminar

2. Margo inquired about condition of display materials and no concerns were expressed regarding the quality or condition of display materials used for the exhibitions

Treasurer – Stacey - All Conference expenses are accounted for. An amended report will be distributed reflecting the re-categorizing of Conference funds.

Additional

Blog discussion will be tabled until receipt of draft of best use policy

File Sharing Services - Mike Rafferty provided everyone preliminary pricing information for several File Sharing Services (File-Works, Web File Explorer, Files Direct, and SharePoint) – Options to be discussed during next Board meeting

Service Provider Committee – Lynda - the committee has met:

1. Draft for the tag lines are being finalized
2. Steve is working with Baker & McKenzie to coordinate a webinar
3. Discussions are in process with Menlos, in Darryl's firm, of doing something in Canada

Record retention / archiving – Kary putting out requests for notes from past ICPA Secretaries and continues work on importing and archiving data on the ICPA website

Future Conference sites – Sheree suggested New Orleans as potential Conference site - Concern was expressed of the expense required to hold the Conference in New Orleans

Outreach activities – Sheree suggested New Orleans would benefit from a Hurricane Katrina outreach activity – Bobby suggested Houston would also benefit from a Hurricane Ike outreach activity

The Ardmore Tree – Kary continues work in measuring Devin's performance – Currently no contact information for a potential replacement has been received

Conclusion

Please forward to Margo any items you would like included on the agenda for the next call.

Next Meeting – Wednesday, April 22, 2009 3:00 PM Central Time