



## NAEP Chapter Committee Meeting – April 22, 2009

Participants: Paul Looney (Florida), Roger Turner (California), Josh Earhart (Georgia), Randy Hankamer (Texas – Austin subchapter), Joe Pinto (Arizona), Yates Oppermann (Rocky Mountain), Bruce Hasbrouck (Florida), Valori Ranson (Texas), Shannon Tyrell (Texas), Eric Galamb (North Carolina), Bill Plumpton (Pennsylvania)

The following is a summary of the major items discussed. Action items are underlined.

1. Announcements
  - Randy has the NAEP booth and will hold on to it until the next person needs it.
2. IRS's New 990 Forms
  - The IRS has revised requirements for not-for-profit organizations. The new 990 form has been redesigned to promote transparency and promote tax compliance.
  - The text that was distributed for signatures was F & F's interpretation of requirements for compliance. If you haven't returned signed copies of each to F & F, please do so shortly. Only chapter representatives need to sign and return on behalf of their chapter; not necessary for chapter presidents to also sign and return a copy.
  - The requirements are good housekeeping practices that help to preserve the integrity of not-for-profits and promote paying attention to and meeting requirements.
  - Chapters should have the same or similar policies in place before the end of 2009.
  - Violations of these policies would be handled by the executive committee.
  - These policies and the context for these policies will be added to NAEP's policy handbook sometime soon.
3. Future Change in Association Management Firms, Other Items
  - An RFP was mailed to six prospective firms about two weeks ago. Proposals are due Friday. The executive committee is working to have a recommendation for the entire board to act on at the board meeting on May 7<sup>th</sup>.
  - NAEP's membership is about 850 people, not 1,400 members that were recently reported. Because the 2009 budget was based on membership of

1500, changes to the 2009 budget may be needed. While NAEP has a small cash reserve, all efforts will be made to preserve it.

- Joe Musil and Brian Smith have started looking at the budget and are discussing the implications of fewer members.

4. Resolution of NAEP / Chapter Issues

- John Irving submitted a summary report detailing the status for the four subtasks under task A. He will also distribute a copy to board members shortly. Much of the effort has focused on preparing the draft affiliation agreement for chapters. The draft affiliation agreement will be submitted to elected board members for review and comment, followed by the chapters.
- The draft affiliation agreement includes definitions and a fee structure. It is broad, comprehensive, and fair.
- It includes a provision for annual renewal in November each year.
- Lots of work has gone into drafting the agreement. It is envisioned that it can be approved and used without too many revisions. Reminder this is a standard agreement for all chapters and NAEP to use; there is no place for making changes specific to one or two chapters.
- For subtask A-2 contacting chapter reps and presidents, Eric and Shannon were not contacted.

5. Chapter Committee Meeting at the Conference

- The chapter committee meeting at the conference is tentatively scheduled for May 5<sup>th</sup> at 5:00 Pacific time. While a phone doesn't exist in the room where the meeting is planned, Joe will try to have one brought in for participants.
- Tentative attendees for the chapter committee meeting:

Name	Attendance		Phone
	Yes	No	
Paul Looney	x		
Yates Oppermann			x
Randy Hankamer	x		
Bruce Hasbrouck	x		
Josh Earhart			x
Valori Ranson	x		
Roger Turner	x		
Joe Pinto	Will send someone		
Shannon Tyrell			x
Eric Galamb		x	
Bill Plumpton	x		

6. 2009 Conference

- The conference is looking good and with about 250 people registered to attend.
- The hotel has a free shuttle for trips within a four- or five-mile radius. See the concierge at the hotel. A car rental facility is on-site.
- Take lots of side trips on your own! Fort McDowell offers Friday night activities and nighttime horseback riding in the desert.

7. Other items

- Georgia is working on their paperwork for 501(c) status. 501(c)(3) is for charities, 501(c)(6) is for education organizations.
- The agenda for the board meeting includes time to discuss the differences in status and which is most applicable to NAEP and chapters.

**Next Meeting:      Tentatively May 5<sup>th</sup>, 2009 @ 5:00 pm Pacific time.  
                                 Details to be sent.**