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### **Minutes of August 8, 2011 LGUTEF Board of Directors meeting – Omni Hotel, Indianapolis, IN**

President Guido van der Hoeven called the meeting to order at 9:03 a.m.

**Attendance:** Guido van der Hoeven, Leon Geyer, Claire Twardy, George Patrick, Bill Klump, J.C. Hobbs, Warren Lee, Joe Bennett, Phil Harris, Robert Achenbach

Absent: none

Guests: Tom Muldoon, Virginia Uzendoski

**Minutes:** Klump moved and Bennett seconded motion to approve minutes of May 2011 board meeting as written. Motion approved.

**Financial Report:** Achenbach presented current financial status of the foundation. Achenbach presented current status of budget for 2011.

#### Committee Reports

**Audit** – Klump provided written report of audit committee meeting on August 3, 2011.

**Long-range Planning** – Hobbs presented results of committee meeting: working on issues of webinars, including monitoring of attendance, and finding new instructors.

**Contractual Services** – Patrick reported on committee progress on evaluations of contractees, CAO, President and VP of Editorial Services.

**Editorial Update:** Harris reported on current status of book writing which is behind schedule. Harris reported that Foti Kutil Publications was hired to do the pre-press for the book. Linda Davis will function as project director.

Motion by Patrick, seconded by Bennett, expressing board's appreciation for good job on USDA book by Harris, van der Hoeven and Achenbach. Motion approved.

#### **President's report:**

- a. USDA book. Van der Hoeven reported on progress of book. Now online. Need to complete grant financials.
- b. Registered Tax Return Preparer test – Van der Hoeven reported on various companies contacted for materials for the RTPT test. Recommended Fast Forward Academy book because more concise. (Note- members reviewed books and also agreed that FFA would be best book. – Achenbach and van der Hoeven charged with looking into contracting possibilities.
- c. Bar Code registration tracking - van der Hoeven reported on use of "bar code" tracking at the IRS National Tax Forums.

**Book orders status.** Achenbach presented a list of the book orders for 2002 through 2011.

#### **New Business**

**LGUTEF as IRS accredited CE provider** – van der Hoeven will report in December on this issue if information available.

**New member for Clemson.** Motion by Hobbs, seconded by Klump, to accept Tamara L. Cushing as new member for Clemson. Motion approved.

**Old Business:** None other than above.

Bennett moved and Klump seconded a motion to adjourn. Approved and meeting adjourned at 11:00 a.m.

Written by Robert P. Achenbach, Jr, LGUTEF CAO