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Minutes of February 6-8, 2011 LGUTEF Board of Directors and Membership Meeting
Crowne Plaza Hotel, Orlando Florida

L. Leon Geyer called the meeting to order at 4:10 p.m. Eastern Time

Attendance: Leon Geyer, Guido van der Hoeven, Claire Twardy, Bill Klump, Joe Bennett, J.C. Hobbs, Phil Harris, Warren Lee, George Patrick, Robert Achenbach
Guests: Mark Isaac, Rob Holcomb, Tom Muldoon

Minutes: Patrick moved and Hobbs seconded motion to approve minutes of December 2010 board meeting as amended. Motion approved.

Financial Report: Achenbach presented financial status of the foundation as of the end of 2010; status of 2010 audit; and the 2010 budget as approved in December 2010.

Committees

Contractual Services Committee – Patrick reported on committee’s review of van der Hoven performance and contract and recommendation that contract be extended. Patrick reported on committee’s review of Achenbach performance and contract and recommendation that contract be extended. Review of Harris performance and contract not completed - no recommendation.

Committee still reviewing Publication Services contract. No contract for Davis Brothers printing.

Motion by Lee, seconded by Klump, to accept report of Contractual Services committee. Motion approved.

Motion by Patrick, seconded by Bennett, to extend van der Hoeven contract for two years. Motion approved.

Motion by Patrick, seconded by Bennett, to extend Achenbach contract for two years. Motion approved.

Long-range Planning Committee – Hobbs reported on discussion of need for tax return preparer registration/test planning and development of webinars.

Audit Committee – Klump reported that a preliminary audit report was just received and the committee would have more response at the Feb. 8, 2011 board meeting. Bennett will prepare the LGUTEF 2010 Form 990.

Announcements

Deadlines for 2011 Book - to printer on or before September 10, 2011. Davis Brothers requires three (3) weeks prior to first ship date. Bennett suggested that earlier deadlines be used to allow for more classes during the fall.

Date for August Planning meeting on August 8-10, 2011, Omni Hotel in Indianapolis

Future meetings and future first workshop dates.

Conflict of interest statements – handed out for presentation at meeting on February 9.

Old Business

Non-tax school use of book. Request from Missouri college now moot.

Hiring qualified instructors - referred to long range planning committee. Twardy reported about a tax instructor school in Texas.

Tax practitioner registration classes – van der Hoeven reported on developments. Harris suggested that we look into obtaining materials from other source before attempting to produce our own materials.

Attendee access to Powerpoint files - this was generally discussed but no motion

Expansion to other states - discussed with some suggestion that we could offer teams of instructors from member schools

Webinar/long-distance education development - discussed but generally felt to be something that individual schools would offer. Muldoon described the new tax webinars considered by Tax Seminars, Inc with major consideration as to effect on attendance at member schools. Many issues still needed to be resolved but he wanted board to be aware of his plans.

Backup printer and pre-press vendors. Achenbach reported that he found a company in Madison, WI which can provided backup printing services and a pre-press company in Illinois which can provide pre-press services in case Davis Brothers or Publication Services would not be able to help produce the book.

New Business

Substitution of C. Robert Holcomb as member for Minnesota in place of Linda Halliburton who has Resigned. Bennett moved, seconded by Hobbs, to accept C. Robert Holcomb as the new member from Minnesota.

Licensing of workbook - van der Hoeven suggested that we offer a license to print the book by members at \$14 per book, essentially the \$20 book price less our cost of printing, about \$6. Achenbach will draft a licensing policy.

Bennett moved and Klump seconded motion to recess until 7:30am February 8, 2011

Motion approved and board recessed at 6:47 p.m.

Minutes of LGUTEF Membership Meeting
February 7, 2011
Crowne Plaza Hotel, Orlando, FL

Attendance: Leon Geyer, Guido van der Hoeven, Claire Twardy, Glenn Rogers, Bill Klump, Joe Bennett, Connie Smotek, J.C. Hobbs, Phil Harris, Robert Achenbach, Craig Infanger, Warren Lee, George Patrick, Todd Davis, Geoffrey Allen, Tom Muldoon, Larry Bird, Larry Bolton, Virginia Uzendoski, Mark Ribas, Marilyn Dunbar, Edith Moates, Rob Holcomb, Clark Garland, Keith Kightlinger

Guido van der Hoeven called the meeting to order at 4:00 p.m. EST.

Financial Report: Achenbach presented the final 2010 financial report and 2011 budget.

Rogers raised issue of compensation for board members and regular members for travel to meetings. Rogers moved, seconded by Klump, for board of directors to consider providing for reimbursement of a member for the cost of hotel room for up to three nights for the August 2011 meeting. Motion approved.

Geyer moved, Garland seconded, to approve 2011 book price of \$20. Motion approved.

Election of new directors. Ballots were sent prior to meeting. No additional nominations were received. Patrick moved and Geyer seconded the nominations were closed. Motion approved. Robert Achenbach, serving as Inspector of Elections, received and counted the ballots. Joe Bennett and Bill Klump were elected as new board members for a three year term.

The election ballots also served as member ratification of all actions taken by the Officers and directors during 2010.

NEW BUSINESS

Recognition of service for Wayne Hayenga. Van der Hoeven presented a plaque honoring and thanking Wayne Hayenga for service to LGUTEF. Plaque accepted by Connie Smotek for Wayne.

Book/chapter licensing policy. Bennett moved, Rogers seconded, that LGUTEF provide a license fee of \$3/chapter/use and \$13/use for whole book by LGUTEF schools. Achenbach will draft new policy language with emphasis on emergency use of the policy on a case-by-case basis. Motion approved.

Geyer moved and Klump seconded motion to adjourn. Motion Approved.

Adjourned at 5:08 PM.

February 8, 2010
Reconvened Board of Directors and Membership Meeting
Crowne Plaza Hotel, Orlando Florida

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

L. Leon Geyer reconvened board meeting at 7:30 am.

Election of Officers

Bennett moved and Hobbs seconded motion to elect the following officers of the board:

Chair – Leon Geyer

Vice-president for Editorial Services – Phil Harris

Vice-president for Administration – J.C. Hobbs

Chief Administrative Officer – Robert Achenbach

President and Assistant Treasurer – Guido van der Hoeven

Secretary – William Klump

Motion approved.

Conflict of interest updates. Board members submitted their conflict of interest statements to the chair for review. Hobbs moved and Bennett seconded that board members employed by entity using the National Income Tax Workbook had a conflict of interest. Motion approved.

Klump moved and Bennett seconded that such conflict of interest was in the best interest of LGUTEF. Motion approved.

New travel reimbursement policy. Klump moved and Hobbs seconded motion for LGUTEF to provide reimbursement for hotel room costs for one member and one additional person per school for the annual meeting in August and one member for the annual meeting in February. Reimbursement would be for up to three nights at the August meeting and two nights at the February meeting, with three nights allowed for longer distance members. Motion approved. Achenbach will draft this policy.

Publication Services contract. Publication Services provided three year contract with 2 percent discount for early payment in May. Bennett moved and Lee seconded that contract be approved. Motion approved.

New Business

1. Job description for editorial workers to be hired as possible successors to Harris. Referred to contractual services committee.
2. Increase of compensation for Chief Administrative Officer and President. Referred to contractual services committee.
3. 2010 Audit. Klump reported on preliminary audit report, noting several inaccuracies. In addition, auditor's report noted conflict of treatment of President and Chief Administrative Officer as independent contractors while being officers who are normally treated as employees for employment tax purposes. Board recommended that service contracts for President and CAO be strengthened to emphasize independent contractor status. Referred to contractual services committee.

4. Topics for future meetings.

Webinars

Ethics

Sharing of Powerpoints

Marketing of LGUTEF

Assistance to school needing to replace programs/instructors.

Recruitment of instructors.

Klump moved and Hobbs seconded to adjourn. Adjourned at 8:25 am.

Written by Robert P. Achenbach, Jr, LGUTEF CAO