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Minutes of May 4, 2011 LGUTEF Board of Directors Teleconference meeting

Leon Geyer called the meeting to order at 2:01 p.m. EDT

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

Guest: John Freeze

Minutes: Hobbs moved and Patrick seconded motion to approve minutes of February 2011 board meeting as written. Motion approved.

Financial Report: Achenbach presented current financial status of the foundation (attached). Achenbach presented current status of budget for 2011. Bennett raised question of compensation for officers - issued to be reported on by contractual services committee in August 2011.

Editorial Update: Harris reported on negotiations for new pre-press provider. Board sense that decision was Phil's.

Long-range planning Committee. Hobbs reported on:

- (1) webinars proposed by Tom Muldoon. Many issues unresolved, such as monitoring attendance, compliance with state CE requirements, affect on in-person attendance at LGUTEF schools. Need more discussion at August meeting.
- (2) state administrative structure; (3) distribution of powerpoints - only as required by ADA; and (4) list of methods for obtaining new instructors.

Old Business

Hotel reimbursement policy: Achenbach presented written policy. Board recommended changes: (1) procedure not policy; (2) change to payment by master account instead of reimbursement checks.

Request for licensing of chapters. Achenbach provided written policy - \$3/chapter and \$14.00/book per use.

LGUTEF-produced ethics course. Bennett raised issue of preparation, at August 2011 meeting, of video of ethics presentation for use by member schools. Phil would write the chapter, make video presentation. Patrick, van der Hoeven and Achenbach will make arrangements for suitable studio.

Successor plans for VP Editorial Services. Harris provided draft of qualifications for assistant to be potential successor. Board indicated that Harris should set compensation and use self a guide for qualifications.

Marketing LGUTEF. Board discussed ideas for marketing LGUTEF and its schools. Bennett suggested gathering more information from the schools and compilation for use in marketing.

Board education session. Could be on webinar production.

Tax Return Preparer Registration. Van der Hoeven reported on two publications for TRPR classes that could be used by members once the CE requirements start.

New Business

February 2012 meeting hotel. Board agrees that Crowne Plaza is just fine.

IRS tax forums. Van der Hoeven will attend forum in July and report in August.

Hobbs moved and Twardy seconded a motion to adjourn. Approved and meeting adjourned at 4:45 p.m. EDT.

Written by Robert P. Achenbach, Jr, LGUTEF CAO