

# FPA of Maryland

## Board Minutes of June 16, 2008

### Attendance

#### BOARD MEMBERS PRESENT

Lena Nebel, CFP®  
Charles R. Wolpoff, JD, LL.M., CFP®  
Jeffrey Berman, CPA, CFP®  
Scot Stark, CFP®, MBA, CMFC  
Joe Garrison, CFP®  
George Collis, CFP®  
Bryan Kelly, MS, CFP®

#### OTHERS PRESENT

Mary Dunlap, CFP®, MBA/Membership Retention Committee Chair  
Patrick Monaghan/Public relations Committee Chair  
George Jankiewicz, CFP®, CPA/Education Outreach Committee Chair  
F. Michael (Mike) Curley, ChFC/Executive Director & CEO

### Approval of Minutes for March 27, 2008 meeting

**Minutes were approved** as posted on

[http://www.fpamd.org/documents/FPAOFMDBOARDMINUTESOF032708\\_000.pdf](http://www.fpamd.org/documents/FPAOFMDBOARDMINUTESOF032708_000.pdf)  
prior to the meeting.

### Treasurer Report

**Balance Sheet and P&L Budget vs. Actual statements as of May 31, 2007** were distributed by e-mail prior to the meeting, reviewed by Jeff Berman, and **approved by the board at the meeting**. Copies of the statements are available to Board members upon a request to the ED ([director@fpamd.org](mailto:director@fpamd.org)).

### New/Old Business

#### Executive Director Report (Curley)

1. On the advice of the Treasurer, hard copies of bank statements and accounts payable paperwork for calendar year 2000-2001 have been shredded.
2. **October FP Week (October 6-10, 2008) Activity:** The chapter has been contacted by Junior Achievement (JA) with the name of a school that is willing to come on October 8 to *BizTown*. The KIPP Carrera Program is based in Baltimore City, in the Park Heights community, and the program has 121 students. JA is asking the chapter to sponsor the group and provide volunteer mentors on October 8. Sponsorship is \$3,000. The board allocated \$500 for the event in the 2008 budget. I've spoken to FFP Executive Director, Jim Peniston, who implied that this project is *eligible* for a FFP grant in 2008. I suggest that the chapter apply for a \$3,000 FFP

grant immediately, and measure chapter volunteer interest for the event at the same time. At that rate, we should know if we're 100% funded for capital *and* staff by the end of July. I also suggest that, beginning in 2008, the event be coordinated by the Program Committee, and any future FP Week event be the *only* chapter activity for the month of October.

### 3. Operations Manual

#### History

- I maintained a diary of all my FPA activities for most of 2007.
- The diary was submitted to the POT and discussed in a working session in late 2007.
- Activities were condensed during a working session with the POT in late 2007 (see following), and it was agreed that the highlighted activities would each constitute a "chapter" in the manual.

**Current status** – the manual is a work in progress

**Expectations** – I plan to submit the initial draft of the manual to the POT by a date no later than July 31, 2008.

### Executive TF Report (Nebel)

A proposal for board structural changes for the remainder of 2008 and 2009, which was formulated by the ETF, was presented.

Remainder of 2008:

1. *Maintain CEO, ETF and POT roles*
2. *Strongly urge committee chairs to attend board meetings*
3. *Diminish the remaining activity of PPT and focus on implementing ideas for increasing volunteerism. ~~Move away from Strategic Thinking.~~*

2009:

1. *Maintain ETF role*
2. ~~*Have Committee Chairs on the Board.*~~ *Committee chairs will attend board meetings as non voting members. They are expected to attend, but not required.*
3. ~~*Have the POT Replace the CEO Role. The POT would be responsible for thorough recording of minutes of meetings and what people commit to doing, distribution of those minutes so everyone knows what everyone committed to do, and reading of the prior meeting's minutes at the next meeting to identify whether the tasks committed to have been achieved.*~~ *Replace the CEO role with an oversight committee of board members (This is currently POT).*
4. *Utilize the PPT as an as-needed task force that reports to the board in the similar fashion that the committees do.*
5. ~~*Remove liaison role since committee chairs are expected to attend board meetings.*~~

**Following some discussion, the board requested the ETF to make the changes shown above, and submit the changes, via an electronic message, to the full board as a consent agenda item.**

### Planning & Program Development TF Report (Kitces)

NO REPORT

## Performance Oversight TF Report (Wolpoff)

Charlie reviewed the highlights of the committee reports which are posted at <http://www.fpamd.org/documents/CommitteeReport061608ALL.pdf>.

## Open Forum

There was discussion among all attendees regarding

1. the 2009 program format and its impact on partner benefits, and
2. the need to focus on volunteerism – the #1 item from the retreat.

After discussing a number of suggestions, **it was agreed that all attendees would share their ideas via email, and the ideas would be collated and used by the board when designing the details of the 2009 programs, and pursuing non-traditional partner types.**

## Adjournment

The meeting was adjourned with the consent of all present. The next board meeting is scheduled for **August 21, 2008 from 8-10 AM in Columbia**. Directions and additional details can be found at <http://www.fpamd.org/board.php>.

# ACTIVITIES

## Executive Director/Chapter Administrator/Chapter Executive

### Bookkeeping/cash management

- Make bank/MM account deposits
- Reconcile bank accounts (Provident savings/checking, DWS Scudder MM account)
- Quick Books (QB) entries
- post-seminar work (process charges, justify financial info, process/deposit checks)
- Send QB backup/financial statements to Treasurer (monthly)
- Process credit card charges (Global Payments)
- Coordinate payment of chapter expenses

### Liaison with Treasurer

- Oversee IRS Form 990EZ completion/filing
- Oversee MD Personal Property Tax Return completion/filing
- Send financial statements to Treasurer
- Oversee currency of bank/MM account signature cards
- Assemble budget for succeeding year
- Monthly meetings with Treasurer

### Operational Activities

- Maintain PO Box 799; Reisterstown MD 21136
- post CE census (MIA/CFP)
- Add new members to newsletter (monthly)
- Add renewing members to newsletter (monthly)
- Update membership numbers
- Prepare/distribute meeting information
- Complete CFP/MIA CE acceptance submission
- Register meeting attendees
- Add new members to membership e-directory
- Update web site (using *Contribute*)
- Acknowledge/post/bill/terminate classified ads for Job Bank
- Download new members/transferring members; add to e-directory; add to e-mail address book; send e-mail invite for New Member Breakfast
- CE seminar production
- Add new/renewing members to e-newsletter
- Send reminder to all member/non-members/partners regarding chapter functions
- Update e-newsletter
- Add new member e-mail addresses to Outlook Express/add addresses to **all members** group
- Collect scholarship applications/send to Education Outreach Committee members
- Prepare Survey Monkey surveys/collect results/send results to interested parties
- Update/utilize chapter *iMIS* data

### Board Meetings

- Post agenda for board meeting
- Attend board/TF meetings
- Board meeting prep
- Deliver ED Report at board meetings

- Post board meeting minutes

## **Compile/submit Chapter Recognition Award application**

**Service-**Answer questions from stakeholders, prospective members, and the public; solve problems for stakeholders (*access to voice mail*)

## **Liaison with CEO**

## **Attend chapter functions**