



**May 11, 2015  
Board Meeting Agenda**

(14 BOD Members, 14 Voting Members, 8 = Quorum)

**In attendance: (yes/no)**

RSVP	Steve	Taddie			Katie	Hill
RSVP	David	Walser			Steve	Koons
RSVP	Darlene	Hagan		RSVP	Harry	Calivas
RSVP	Kyle	Decker		RSVP	Bill	Perdue
RSVP	Emily	Burns		RSVP	Remy	Carpenter
Regret	Charles	Whetstine		RSVP	Nick	Kolesar
RSVP	Liz	Shabaker			Gary	Ringel

Reserves requirement adopted March 5, 2012:  
20% of last season's total revenue (May 2014): \$29,608.61

Additional Guests: Stephanie Weadock, Premium Organization  
Suzanne Lancot, SOS

**3:30pm Call the meeting to order (Steve Taddie)**

**Previous BOD Meeting Minutes:** (Kyle Decker)  
Approve March 2<sup>nd</sup> and April 20<sup>th</sup> Meeting Minutes

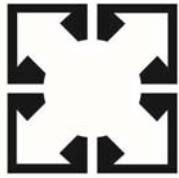
**Treasurer's Report:** (Darlene Hagan)  
March 2015 Financial Reports

**President's Report:** (Steve Taddie)  
Thank You!  
Vote on exception to bylaws  
Affirm Jim Lukes to 2015/16 board  
KJZZ/K-BACH initiative  
Update on administrative transition

**Administrative Report:**

**Committee Report(s):**  
EPG (Remy Carpenter)  
Golf Event (Nick Kolesar)





- Membership (Bill Perdue)
- Sponsorship (Steve Koons)
- Public Outreach
- AEP (Harry Calivas)
- Holiday Social: (Remy Carpenter)
- Nominating (Emily Burns)
- Meeting Ambassadors (Kyle Decker)

**August Board Meeting (David)**

Action Items: Items noted as done will not reflect on next meeting agenda

AI #	Action Item:	Assigned To	Goal
1	Draft new golf/banquet survey for release after the May meeting	Steve	4/30/15
2	Shout out at May meeting advising of new golf/ Banquet survey	Steve	5/11/15

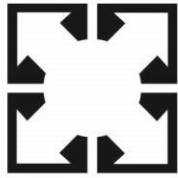




**Board Member Attendance Record**

	8/6/14	10/6/14	11/3/14	1/5/15	1/30/15	3/2/15	4/20/15	5/11/15	Attendance Percentage
Steve Taddie (President)	yes	yes	yes	yes	yes	Yes	Yes		100%
David Walser (Vice President)	yes	yes	no	yes	yes	Yes	Yes		86%
Darlene Hagan (Treasurer)	yes	yes	yes	yes	yes	Yes	No		86%
Kyle Decker (Secretary)	yes	yes	yes	yes	yes	Yes	No		86%
Emily Burns (Past President)	yes	no	yes	yes	yes	Yes	Yes		86%
Charles Whetstine	yes	yes	yes	yes	yes	Yes	Yes		100%
Liz Shabaker	yes	yes	yes	yes	yes	No	No		71%
Katie Hill	yes	yes	yes	yes	yes	Yes	Yes		100%
Steve Koons	yes	no	yes	yes	no	Yes	Yes		71%
Harry Calivas	yes	yes	yes	yes	yes	Yes	No		86%
Bill Perdue	yes	yes	yes	yes	yes	Yes	No		86%
Remy Carpenter	yes	yes	yes	yes	yes	Yes	Yes		100%
Nick Kolesar	no	yes	no	no	no	Yes	Yes		43%
Gary Ringel	yes	no	yes	yes	yes	Yes	Yes		86%





## March 2, 2015 Board Meeting Minutes

(14 BOD Members, 14 Voting Members, 8 = Quorum)

**In attendance: (yes/no)**

Yes	Steve	Taddie	Yes	Katie	Hill
Yes	David	Walser	Yes	Steve	Koons
Yes	Darlene	Hagan	Yes	Harry	Calivas
Yes	Kyle	Decker	Yes	Bill	Perdue
Yes	Emily	Burns	Yes	Remy	Carpenter
Yes	Charles	Whetstine	Yes	Nick	Kolesar
No	Liz	Shabaker	Yes	Gary	Ringel

Reserves requirement adopted March 5, 2012:  
20% of last season's total revenue (May 2014): \$29,608.61

Additional Guests: Stephanie Weadock, Premium Organization

**Steve called the meeting to order at 3:37pm.**

**Previous BOD Meeting Minutes** (Kyle Decker)

The January 30<sup>th</sup> board meeting minutes were presented. With no comments and/or clarifications requested, David moved to accept the minutes as presented. Darlene seconded the motion. The motion passed.

**Treasurer's Report** (Darlene Hagan)

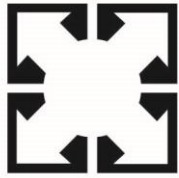
The January 2015 financial reports were presented. Darlene highlighted the actual membership revenue is in line with the budget forecast and the balance sheet reflects cash balance is ahead from this time last year. There were no comments and/or questions. The financial reports will be made part of these notes as exhibit A.

**President's Report** (Steve Taddie)

**Golf & Banquet Survey Results**

A review of the golf/banquet survey results noted the following:

- high percentage of respondents don't value the event
- the sample size would be adequate if directed to a random audience
- the sample size is not adequate as the survey was directed to a specific audience
- larger sample size is needed
- at May meeting there will be a shout out from the podium advising of a new survey and requesting all in attendance to complete
- information and promotion of the banquet needs to be more prominent
- AI: draft 2<sup>nd</sup> survey for golf; add shout out for golf survey to May agenda



### **Way finding sign**

All were in favor of the new “way finding” sign placed at the bottom of the stairs.

### **Administrative support hours**

Steve noted Melissa’s proposal to adjust the 2014/15 contract from 65 to 50 hours/month for the remainder of season. Conversation took place to possibly reinvest hours to get more done or apply extra revenue to the holiday event entertainment.

### **Strategic planning meeting minutes**

Steve requested feedback and/or comments. None were presented.

AI: Kyle to email summary of Board Retreat Notes to Steve Taddie

### **Administrative Report**

A written administrative report was posted with the agenda. This report will be made part of these notes as exhibit B.

### **Golf/Banquet Committee Report (Nick Kolesar)**

Nick reported PCC requires purchasing lunch for everyone. There will be an \$800 bundle purchase to include: a foursome, four banquet admittances, and a tee sponsorship. Golf fees: \$150 early bird member and \$170 early bird non-member. The tee sponsorships will be sold at \$300 each. PCC charge to CAEPC for golf is \$110 per player plus \$22 for lunch. Golf fee will include one drink ticket for use on the course. Goody bag items are being requested. Golf balls will be provided by MassMutual. Nick is awaiting receipt of the BEO from PCC. Mulligans: 1 for \$10/3 for \$20.

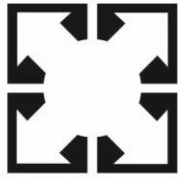
### **Public Outreach Committee Report (Harry Calivas)**

Steve and Harry reached out to PBS for possible collaboration for Estate Planning Week. PBS requires \$15,000 dollars through a qualifying organization. This requirement hinders the possibility for collaboration. Steve has reached out to KJZZ and they are considering.

### **Nominating Committee Report (Emily Burns)**

The 2015/16 slate was presented along with bios for the three proposed new board members: Darren Case, James Lukes, Cindy Andresen. One of the proposed Directors, Jim Lukes, has been a longstanding member, but not a current Associate Member this year.

Emily advised that Section 3.8 of the bylaws states - “An individual who has been an Associate Member of the Council for at least the prior two years shall be eligible to be a Director.”



Chuck Whestine noted that the intended purpose of the two-year requirement was to help ensure that the nominated board member was familiar with the Council. Since the nominated board member had been a long-standing Associate Member of the Council, had expressed his interest in prior years to be nominated for the board and had allowed his membership for the current year to lapse for personal reasons.

Emily advised that Section 3.7.5 of the bylaws states – “Informalities and Irregularities – All informalities and irregularities in any call or notice of a meeting, or in the areas of credentials, quorums, voting and similar matters, will be deemed waived if no objection is made at the meeting.” Chuck moved to allow the exception. Bill seconded the motion. Darlene objected.

Emily advised that Section 9 of the bylaws states – “Amendments and Exceptions – Amendments to the Bylaws, Amendments to the Articles of Incorporation, including additions, changes, or repeal of provisions, as well as temporary exceptions to the Bylaws, may be made at any Board meeting by the vote or written consent of the two-thirds (2/3) vote of the Directors present at any regular Board Meeting; provided, however that notice of a potential Bylaw change shall be given at the previous regular meeting.”

Chuck moved to waive the prior notice requirement for the Bylaws amendments and exceptions. Darlene objected.

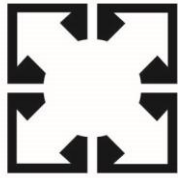
After further discussion, Darlene withdrew her objection to the two-year prior Associate Member requirement. In accordance with Section 3.8 of the bylaws, there were no objections to allowing the exception. Chuck then moved to approve the slate as presented and David seconded the motion. Darlene and Harry abstained from the motion to approve the slate as presented. The motion passed. The approved slate will be made part of these minutes as follows:

- PRESIDENT: David Walser
- VICE PRESIDENT: Darren Case
- TREASURER: Darlene Hagan
- SECRETARY: Kyle Decker
- PAST PRESIDENT: Steve Taddie
- BOARD MEMBERS: Katie Hill, Harry Calivas, Remy Carpenter, Nick Kolesar, Steve Koons, Liz Shabaker, Bill Perdue, Jim Lukes, Cindy Andresen

### **Membership Committee Report (Bill Perdue)**

AI - Begin new member kick off in May. Bill Perdue will ask Jim Lukes to join the Membership Committee.

### **Sponsorship Committee Report (Steve Koons)**



Sponsor was unaware that they had committed to sponsor the March meeting. Sponsor is now aware and will be attending meeting with a group of 3 representatives.

**EPG Committee Report (Remy Carpenter)**

AI - The EPG is focused on increasing the amount of non-attorney scholarship candidates.

**AEP Committee Report (Harry Calivas)**

April 8<sup>th</sup> AEP and EPG will be hosting an event at 5<sup>th</sup> and Wine. Currently the room accommodates 44 people and they have 45 RSVPs. This will qualify for various CE credits.

**Holiday Social Committee Report (Remy Carpenter)**

Remy, Sue Kuraja, and Darlene Hagan will be touring the Museum of the West as a potential venue for the Holiday Party.

**Meeting Ambassadors Committee Report (Kyle Decker) - No report**

**Other Business:**

Steve Taddie mentioned that Premium Organization would not be able to serve as our administrator next year, and requested that we select a new administrative services provider. We will be working as a board on presenting an RFP to a variety of service providers. Members mentioned including the following items in the RFP – bankable hours, website administration, annual continuing education report for members.

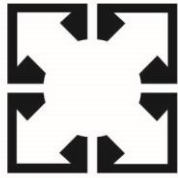
AI – Steve and Harry will be working on obtaining and updating the RFP used in 2012.

**The meeting was adjourned at 4:56**

Action Items: Items noted as done will not reflect on next meeting agenda

AI #	Action Item:	Assigned To	Goal
1	Follow up with prospective members that attended the ice cream social as guests	All Board Members that invited a guest	Ongoing
3	Solicit Tee, Hole and Bathroom Sponsors for Golf Event	Golf Committee	Ongoing
4	Coordinate with Stephanie to send a blast email regarding the Golf Event	Golf Committee	Upcoming week





5	Begin to solicit donations for the golf goody bags	Golf Committee, Board	Ongoing
7	Draft new golf/banquet survey for release after the May meeting	Steve	4/30/15
8	Shout out at May meeting advising of new golf/Banquet survey	Steve	5/11/15
9	Coordinate New Member Kick Off	Membership Committee	5/1/2015
10	Solicit non-attorney scholarship candidates, as well as attorney candidates	EPG Committee and Board Committee	5/11/2015
11	Steve and Harry will be working on obtaining and updating the RFP used in 2012	Steve Taddie and Harry Calivas	5/11/2015

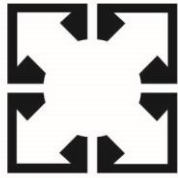
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Steve Taddie (President)	yes	yes	yes	yes	yes	Yes		100%
David Walser (Vice	yes	yes	no	yes	yes	Yes		83%
Darlene Hagan (Treasurer)	yes	yes	yes	yes	yes	Yes		100%
Kyle Decker (Secretary)	yes	yes	yes	yes	yes	Yes		100%
Emily Burns (Past President)	yes	no	yes	yes	yes	Yes		83%
Charles Whetstine	yes	yes	yes	yes	yes	Yes		100%
Liz Shabaker	yes	yes	yes	yes	yes	No		83%
Katie Hill	yes	yes	yes	yes	yes	Yes		100%
Steve Koons	yes	no	yes	yes	no	Yes		67%
Harry Calivas	yes	yes	yes	yes	yes	Yes		100%
Bill Perdue	yes	yes	yes	yes	yes	Yes		100%
Remy Carpenter	yes	yes	yes	yes	yes	Yes		100%
Nick Kolesar	no	yes	no	no	no	Yes		33%
Gary Ringel	yes	no	yes	yes	yes	Yes		83%

Respectfully submitted,

**Kyle Decker**  
2014/15 CAEPC Secretary





**April 20, 2015  
Board Meeting Minutes**

(14 BOD Members, 14 Voting Members, 8 = Quorum)

**In attendance: (yes/no)**

Yes	Steve	Taddie	Yes	Katie	Hill
Yes	David	Walser	Yes	Steve	Koons
No	Darlene	Hagan	No	Harry	Calivas
No	Kyle	Decker	No	Bill	Perdue
Yes	Emily	Burns	Yes	Remy	Carpenter
Yes	Charles	Whetstine	Yes	Nick	Kolesar
No	Liz	Shabaker	Yes	Gary	Ringel

Reserves requirement adopted March 5, 2012:  
20% of last season's total revenue (May 2014): \$29,608.61

**Steve called the meeting to order at 7:00pm.**

**President's Report (Steve Taddie)**

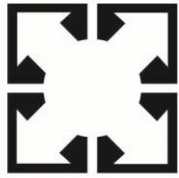
- Notice given for vote to on an exception to the bylaws at the May board meeting
- Reminder regarding review of administrative firm candidates on April 22<sup>nd</sup>.
- Discussed new survey re golf portion of the spring outing, and requesting everyone complete, and add question regarding if attended last year, why not this year...

**No other committee reports or other business discussed**

**The meeting was adjourned at 7:15pm**

**Board Member Attendance Record**

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Steve Taddie (President)	yes	yes	yes	yes	yes	yes	yes	100%
David Walser (Vice	yes	yes	no	yes	yes	yes	yes	86%
Darlene Hagan (Treasurer)	yes	yes	yes	yes	yes	yes	no	86%
Kyle Decker (Secretary)	yes	yes	yes	yes	yes	yes	no	86%
Emily Burns (Past President)	yes	no	yes	yes	yes	yes	yes	86%
Charles Whetstine	yes	yes	yes	yes	yes	yes	yes	100%
Liz Shabaker	yes	yes	yes	yes	yes	no	no	71%
Katie Hill	yes	yes	yes	yes	yes	yes	yes	100%
Steve Koons	yes	no	yes	yes	no	yes	yes	71%
Harry Calivas	yes	yes	yes	yes	yes	yes	no	86%
Bill Perdue	yes	yes	yes	yes	yes	yes	no	86%
Remy Carpenter	yes	yes	yes	yes	yes	yes	yes	100%
Nick Kolesar	no	yes	no	no	no	yes	yes	43%
Gary Ringel	yes	no	yes	yes	yes	yes	yes	86%



Central  
Arizona  
Estate  
Planning  
Council

**2014-2015 Season**

Steve Taddie, President, 602-778-0307  
David Walser, CPA, Vice-President, 602-474-3410  
Darlene Hagan, CPA, Treasurer, 480-946-0751  
Kyle Decker, CFP, Secretary, 480-315-5216  
Emily Burns, JD, CFP, Past President, 602-212-9500

**Respectfully submitted,**

**Kyle Decker**  
**2014/15 CAEPC Secretary**

Notes/Minutes Drafted by: Stephanie Weadock and Kyle Decker  
Central Arizona Estate Planning Council  
*in care of:* Premium Organization  
[www.caepc.org](http://www.caepc.org) E-mail: [info@CAEPC.org](mailto:info@CAEPC.org)  
602-840-2900