

March 7, 2016
Board Meeting Agenda

(13 BOD Members, 13 Voting Members, 7 = Quorum)

RSVPs

	David	Walser			Remy	Carpenter
	Darren	Case			Katie	Hill
	Darlene	Hagan			Nick	Kolesar
	Kyle	Decker			Stephen	Koons
	Steve	Taddie			James	Lukes
	Cindy	Andresen			Liz	Shabaker
	Harry	Calivas				

Additional Guests: Suzanne Lanctot

3:30 p.m. Introductions and Call the Meeting to Order (David Walser)

3:35 p.m. Previous BOD Meeting Minutes (Kyle Decker)
Approve January 4, 2016 Meeting Minutes

3:40 p.m. Treasurer's Report (Darlene Hagan)
Review January 2016 Financial Reports

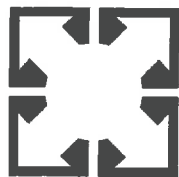
3:50 p.m. Proposed Changes to Bylaws (Steve Taddie)

3:50 p.m. President's Report (David Walser)

4:00 p.m. Committee Reports
Programs: 2016-2017(Darren Case)
November 2016 Program and NAEPC Conference
Spring Event Topgolf (Nick Kolesar & Katie Hill)
Emerging Professionals Group (Remy Carpenter)
Sponsorship (Stephen Koons)
Membership
Public Outreach (Steve Taddie)
Accredited Estate Planner

4:20 p.m. New Business

4:30 p.m. Adjourn

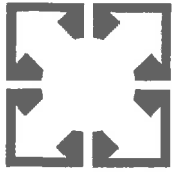


Action Items: Items noted as done will not reflect on next meeting agenda

AI #	Action Item:	Assigned To	Goal
	Demographic Survey of Members	Kyle Decker	
	Coordinate with SOS to purchase "AEP" and "Meeting Ambassador" ribbons for name tags	Harry Calivas & Kyle Decker	
	Circulate list of 2016-2017 speakers and program topics to Board.	Darren Case	
	Appoint a special committee of member attorneys to review and propose changes (3.2 Number of Directors; 3.8 Qualifications) to address the concerns of At-Large Director slot	David Walser	

2015/16 Board Member Attendance Record

	Aug. 19 th	Oct. 5 th	Nov. 2 nd	Jan. 4 th	Feb. 1 st			Attendance Percentage
David Walser (President)	Y	Y	Y	Y	Y			100
Darren Case (Vice President)	Y	Y	Y	Y	Y			100
Darlene Hagan (Treasurer)	Y	Y	N	Y	Y			80
Kyle Decker (Secretary)	Y	Y	Y	Y	Y			100
Steve Taddie (Past President)	Y	Y	Y	Y	Y			100
Cindy Andresen	Y	Y	Y	Y	Y			100
Harry Calivas	Y	Y	Y	Y	N			80
Remy Carpenter	Y	Y	Y	Y	Y			100
Katie Hill	Y	Y	Y	Y	Y			100
Nick Kolesar	Y	Y	Y	N	Y			80
Stephen Koons	Y	Y	Y	Y	N			80
James Lukes	Y	N	Y	Y	N			60
Liz Shabaker	Y	N	Y	Y	Y			80



**February 1, 2016
Board Meeting Minutes**

(13 BOD Members, 13 Voting Members, 7 = Quorum)

In attendance: (yes/no)

Yes	David	Walser		Yes	Remy	Carpenter
Yes	Darren	Case		Yes	Katie	Hill
Yes	Darlene	Hagan		Yes	Nick	Kolesar
Yes	Kyle	Decker		No	Stephen	Koons
Yes	Steve	Taddie		No	James	Lukes
Yes	Cindy	Andresen		Yes	Liz	Shabaker
No	Harry	Calivas				

Additional Guest: Suzanne Lanctot

David Walser called the meeting to order at 3:27 p.m.

Previous BOD Meeting Minutes

Kyle Decker presented the January 2015 board meeting minutes.

Motion: To approve the January 4, 2016 board meeting minutes as presented.
By: Darlene Hagan
Second: David Walser
Action: Approved

Treasurer's Report

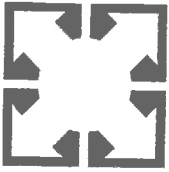
Darlene Hagan presented the financial reports ending December 31, 2015 for review, including the budget vs. actual report. She noted that membership is about \$10,500 less than budgeted and the cash position is about \$7,100 less than this time last year.

President's Report

David asked Steve to present proposed changes to the bylaws, which were circulated to board members as 3.3 Term of Office; 3.2 Number of Directors; and 3.8 Qualifications. Notice was given to the board at the January board meeting for a vote.

Motion: To approve the proposed change to 3.3 Term of Office as outlined.
By: David Walser
Second: Nick Kolesar
Action: Approved

Motion: To appoint a special committee of member attorneys to review and propose changes (3.2 Number of Directors; 3.8 Qualifications) to address the concerns of At-Large Director slots as discussed.



By: David Walser
Second: Steve Taddie
Action: Approved

Committee Report(s)

Membership – Kyle Decker reported that the committee would like a demographic survey of members (work and home addresses or zip codes to identify geographical locations) to consider different locations for programs in the future, perhaps a few “test” locations to gain feedback. The committee discussed the need for an exit survey for those members who are not renewing. The board discussed offering a raffle for a discount of \$50 for 2016-2017 membership to those completing the survey.

Sponsorship – No report.

Emerging Professionals Group (EPG) – Remy Carpenter reported that Trivia Night will be held at Hazelwoods First Place Bar and Grill on Friday, February 19th from 6:00 – 10:00 p.m.

Public Outreach – Steve Taddie that the next webinar in the series will be scheduled in March 2016 on Life Insurance and Investments. Stay tuned for details.

Accredited Estate Planner (AEP) – No report.

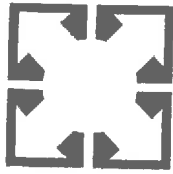
Spring Event – Katie Hill and Nick Kolesar reported on TopGolf for the Spring Event on Friday, April 29, 2016 from 12:30 p.m. – 4:00 p.m. Johnson Bank has agreed to pay for a room (and bartender fees) from 4:00 – 5:00 p.m. for a social hour (cash bar). The schedule for the day: 12:30 – 1:00 p.m. in room; 1:00 – 1:30 p.m. warm up; 1:30 – 3:30 p.m. tournament; 3:30 – 4:00 p.m. cool down and tally scores. The registration will be live on the website on February 2nd.

Communications – No report.

Nominations – Steve Taddie presented a slate of officers and board members for 2016-2017.

Motion: To approve the slate of candidates for the 2016-2017 Board of Directors as presented.
By: Steve Taddie
Second: Darren Case
Action: Approved

Programs 2016-2017 – Darren Case reported his progress on securing speakers for 2016-2017. He will circulate his list to the board.



New Business

Amendment Request to Bylaws – Steve Taddie proposed a change regarding At- Large Directors to be voted on at the March 7th board meeting.

The meeting adjourned at 4:34 p.m.

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

1	Circulate list of 2016-2017 speakers and program topics to Board.	Darren Case	ASAP
2	Develop a member survey that includes Home Address zip code and Work Address zip code. Also, include optional date of birth in order to track demographic trends	SOS, All Board	3/14/2016
3	Develop an "Exit Survey" to email to members that have not renewed their memberships. This could also be used verbally when calling non-renewing members.	SOS, All Board	4/14/2016

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Darren Case (Vice President)	Yes	Yes	Yes	Yes	Yes			100
Darlene Hagan (Treasurer)	Yes	Yes	No	Yes	Yes			80
Kyle Decker (Secretary)	Yes	Yes	Yes	Yes	Yes			100
Steve Taddie (Past President)	Yes	Yes	Yes	Yes	Yes			100
Cindy Andresen	Yes	Yes	Yes	Yes	Yes			100
Harry Calivas	Yes	Yes	Yes	Yes	No			80
Remy Carpenter	Yes	Yes	Yes	Yes	Yes			100
Katie Hill	Yes	Yes	Yes	Yes	Yes			100
Nick Kolesar	Yes	Yes	Yes	No	Yes			80
Stephen Koons	Yes	Yes	Yes	Yes	No			80
James Lukes	Yes	No	Yes	Yes	No			60
Liz Shabaker	Yes	No	Yes	Yes	Yes			80

Respectfully Submitted,

Kyle Decker
Secretary



**SOS-Association Management Solutions
Administrative Report
March 7, 2016**

March 7, 2016 Meeting RSVPs/Guarantee

- Timely RSVPs: 125
- Untimely RSVPs:
- Guaranteed : 115

Phoenix Country Club New Event Guarantee Policy (see following page)

February 1st Program Survey Results (see following pages)

Membership

As of 03.02.16:

- 179 Active Members
- 94 Past Members
- 316 Prospective Members

Sponsors

October 5, 2015 – Your Life Advocates LLC

November 2, 2015 – BMO Private Bank

December 7, 2015 – Henry & Horne LLP

January 4, 2016 – None

February 1, 2016 – Arizona Community Foundation (1/2)

March 7, 2016 – Northern Trust Company

April 29, 2016 – Johnson Bank

May 2, 2016 – NEEDED

Master Website – Stellar Capital Management

EPG – Braun Siler Kruzal PC; Hunter Hagan & Company; Vestapointe Wealth Management

Social Media:

- 104 members on group page (no change)
- 52 followers on organization page (+1)
- FaceBook (newly created page for outreach) – 1 like (no change)

News for Council Website Administrators

Councils Can Now Forward NAEPC News Newsletter to Members - Does CAEPC Want to Forward NAEPC Newsletters to Members?

Councils can now forward issues of the national newsletter, NAEPC News, to their member roster (or any sub-list of the membership). This is the perfect solution for councils that are not enrolled in the "[Every Council Campaign](#)," but still wish to make sure their members are informed of the large list of benefits available to them. To complete the task, simply visit the Communication Hub, click Compose Message, choose recipients, choose "I want to send NAEPC News" as the message type, add a subject line, and choose the newsletter you wish to share. As with all messages, view a preview prior to sending. Past issues of NAEPC News can be found [HERE](#), should you wish to view them.



February 8, 2016

To whom it may concern:

In the interest of continuing to provide quality product and service Phoenix Country Club is instituting the following policies.

Your guaranteed number of attendees is due 48 hours in advance of your event. No reduction in guarantees will be accepted after 48 hours. At this point your guaranteed number may only go up within the next 24 hours. If you choose to increase your guarantee within 24 hours there will be a flat rate administrative fee of \$20 per change. On the day of your event, Phoenix Country Club will be prepared for up to 10% overage on groups up to 99 attendees and 5% for 100 or more. We will provide a meal according to availability and provide service for every guest over your final guarantee at a cost of \$10 per person in addition to the original meal price.

We appreciate your patronage and look forward to building strong working relationships for the future.

Respectfully,
Phoenix Country Club Catering Department

Please sign, date and return by February 19, 2016.

Signature of acceptance

CAEPC February 1, 2016

1) What CAEPC/NAEPC associate membership services did you use this month? Please let us know about services you used.

Answer Choices	Responses
CAEPC Website	75.86% 22
CAEPC Substitute Attendee Option	3.45% 1
CAEPC Continuing Education Reporting/CE Credit	55.17% 16
CAEPC Networking/Help Through Other CAEPC Members/Professionals	34.48% 10
Leimberg Services	24.14% 7
LinkedIn Site	3.45% 1
NAEPC Membership Benefits (Trusts and Estates Magazine, AEP Info, National Conference, etc.)	10.34% 3
Administrative Support Office (Questions and Answers)	6.90% 2
Responses Other (please specify)	0.00% 0
Total Respondents: 29	

2) In the comment box below, please mention services you would like to see, services that could be better delivered, or services that you most value. Additionally, please comment on your overall experiences with the CAEPC board, programs, and staff in the past month.

Showing 6 responses

Outlines available

The Jeff Pennell program was outstanding! Thank you.

A reminder email MUST be sent a few days before EACH meeting reminding attendees to download program materials prior to the meeting. The materials were NOT available when I registered and none were available onsite!!

Please add a direct link to program materials either when confirming attendance or in a separate email after attendance has been confirmed.

Printed directory of members

All good!

3) I met a new professional at the last meeting I attended.

Answer Choices	Responses
Yes	83.33% 25
No	13.33% 4
N/A	3.33% 1
Total	30

4) I was able to connect with someone I needed to see at the last meeting I attended.

Answer Choices	Responses
Yes	66.67% 20
No	10.00% 3
N/A	23.33% 7
Total	30

5) I either received, or made, a referral to/from a fellow professional this month.

Answer Choices	Responses
Yes	50.00% 15
No	33.33% 10
N/A	16.67% 5
Total	30

6) If you have any items for board consideration that would keep your associate membership value high, please let us know.

Provide additional seating. Members have RSVP'd for events. There is no excuse not to have adequate seating available.

I am so annoyed that links to the materials are not easy to find. They are not linked to the registration email or confirmation. I showed up without materials and there were none available, just in case. NO one at my table knew they had to bring materials with them. It is not ideal to read Pennell on an iPhone.

I was disappointed to see the flyer for the outing at Top Golf. The price to attend seems incredibly high, enough so that I will not attend. I would hope that sponsored member activities would be operated at a breakeven basis in order to encourage participation, This one seems like it's intended as money maker.

Provide a beef, fish, and vegetarian option for meals

Printed directory

More frequent young estate planner opportunities to get together.

7) The presentation by Professor Jeffrey N. Pennell on Estate Planner's Update met my expectations and I learned at least one useful or new thing at this meeting.

Answer Choices	Responses
Yes	90.00% 27
No	0.00% 0
N/A	3.33% 1
Responses Comments (please specify)	6.67% 2
Total	30

Amazing CLE seminar

Excellent information and speaker

8) Did CAEPC select the right topic for the February 1, 2016 program?

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Total	Weighted Average
The presentation matched the topic/content I was expecting.	93.33% 28	3.33% 1	0.00% 0	0.00% 0	3.33% 1	30	4.83
The presentation was easy to follow.	76.67% 23	16.67% 5	0.00% 0	3.33% 1	3.33% 1	30	4.60
The level of the presentation was appropriate for me.	93.33% 28	3.33% 1	0.00% 0	0.00% 0	3.33% 1	30	4.83
	76.67%	13.33%	0.00%	0.00%	10.00%		

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Total	Weighted Average
The presentation handouts were relevant, helpful and complete.	23	4	0	0	3	30	4.47

9) Please provide any topic or speaker suggestions for future events.

I realize the speaker had a flight issue but the time of the event was really bad. It made the day very difficult to work around.

Quality of the presentation for this event was worth the time away from the office.

Professor Pennell referred to Conrad Teitel. Is he still lecturing? Haven't heard him in a few years. He is always informative and entertaining

Ethics

Pennell was entertaining and I picked up on a small amount of the information. Perhaps spending more time discussing fewer items would be helpful.

Gun trusts

One of the best CAEPC programs I've ever attended.

10) Do you know of an associate or colleague we should invite to an upcoming meeting? Please provide contact information below or email info@caepc.org.

- **Name:** David Mathias
- **Organization:** Robert W. Baird
-
- **Email:** DMathias@rwbaird.com

- **Name:** Barbara Berman
- **Organization:** Barbara R Berman, PLLC
- **Email:** Barbarabermanlaw@cox.net
- **Phone:** 602-667-3674