

**May 2, 2016
Board Meeting Agenda**

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

RSVPs

	David	Walser		Remy	Carpenter
	Darren	Case		Katie	Hill
No	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 March 7, 2016 Meeting Minutes
Action Items Follow-Up

3:40 p.m. Treasurer’s Report (David Walser for Darlene Hagan)
Review March 31, 2016 Financial Reports

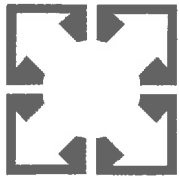
3:50 p.m. Bylaws Recommendations (Remy Carpenter)

3:50 p.m. President’s Report (David Walser)
Board Retreat – Ideas and Topics
Friday, May 13, 2016 11:00 AM-5:00 PM

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

4:20 p.m. New Business

4:30 p.m. Adjourn

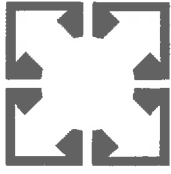


Action Items: Items noted as done will not reflect on next meeting agenda

AI #	Action Item:	Assigned To	Deadline
1	Bylaws Recommendations	Remy Carpenter	05/02/16
2	Circulate list of 2016-2017 speakers and program topics to Board.	Darren Case	Now
3	Demographic Survey of Members	Kyle Decker	03/14/16
4	Prepare email for soliciting sponsorships for 2016-2017 season	Stephen Koons	05/31/16
5	Coordinate with SOS to purchase "AEP" and "Meeting Ambassador" ribbons for name tags	Harry Calivas & Kyle Decker	ASAP
6	Gift Card sponsorships for TopGolf	Nick Kolesar & Katie Hill	04/29/16
7	2016 Council of Excellence Application Deadline May 6, 2016	David Walser	05/06/16

2015-16 Board Member Attendance Record

	Aug. 19 th	Oct. 5 th	Nov. 2 nd	Jan. 4 th	Feb. 1 st	Mar. 7 th	May 2 nd	Attendance Percentage
David Walser (President)	Y	Y	Y	Y	Y	Y		100
Darren Case (Vice President)	Y	Y	Y	Y	Y	Y		100
Darlene Hagan (Treasurer)	Y	Y	N	Y	Y	Y		83
Kyle Decker (Secretary)	Y	Y	Y	Y	Y	Y		100
Steve Taddie (Past President)	Y	Y	Y	Y	Y	Y		100
Cindy Andresen	Y	Y	Y	Y	Y	Y		100
Harry Calivas	Y	Y	Y	Y	N	N		66
Remy Carpenter	Y	Y	Y	Y	Y	Y		100
Katie Hill	Y	Y	Y	Y	Y	Y		100
Nick Kolesar	Y	Y	Y	N	Y	N		66
Stephen Koons	Y	Y	Y	Y	N	Y		83
James Lukes	Y	N	Y	Y	N	Y		66
Liz Shabaker	Y	N	Y	Y	Y	N		66



March 7, 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		No	Nick	Kolesar
Yes	Kyle	Decker		Yes	Stephen	Koons
Yes	Steve	Taddie		Yes	James	Lukes
Yes	Cindy	Andresen		No	Liz	Shabaker
No	Harry	Calivas				

Additional Guest: Suzanne Lanctot

David Walser called the meeting to order at 3:33 p.m.

Previous BOD Meeting Minutes

Kyle Decker presented the February 2016 board meeting minutes.

Motion: To approve the February 1, 2016 board meeting minutes as corrected.
By: Darlene Hagan
Second: James Lukes
Action: Approved

Treasurer’s Report

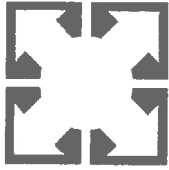
Darlene Hagan presented the financial reports ending February 29, 2016 for review, including the budget vs. actual report and projections through the end of the fiscal year.

President’s Report

David Walser asked Remy Carpenter about the review and proposed changes to the bylaws to address the concerns of At-Large Director slots as previously discussed. Remy suggested that the bylaws be completely reviewed for changes and the board agreed. She will make recommendations at the next board meeting.

Committee Report(s)

Programs 2016-2017 – Darren Case reported that the NAEPC Conference will be held on November 16-18, 2016 in the metro Phoenix area. He proposed that the November 2016 dinner program be replaced with the Thursday, November 17th NAEPC afternoon program, which will cost CAEPC \$200 per person.



- Motion:** To approve the offering the November 17, 2016 afternoon session at the NAEPC Conference in lieu of the regular Monday dinner session in November 2016; the offering of a regular Monday dinner session in December 2016 in lieu of a Holiday Event; and the offering of a New Year social event in January 2016 in lieu of a regular Monday dinner session in January 2016.
- By:** David Walser
- Second:** Remy Carpenter
- Action:** Approved

Darren will follow-up with NAEPC and will circulate his list of speakers for 2016-2017 to the board.

Membership – Cindy Andresen reported that the committee has been making calls to members who didn't renew for the 2015-2016 season for feedback, which included timing and scheduling issues. The committee would like the demographic survey of members to be emailed by March 14th. The board again discussed offering a raffle for a discount of \$50 for 2016-2017 membership to those completing the survey.

Sponsorship – Stephen Koons reported that U.S. Trust is considering sponsoring the May 2016 dinner program. He will follow-up. He will also prepare an email soliciting sponsorships for the 2016-2017 season.

Emerging Professionals Group (EPG) – Remy Carpenter reported that the next event will be held at the Merc Bar in Phoenix on Wednesday, March 23rd from 6:00 – 8:00 p.m.

Public Outreach – Steve Taddie reported that Phil Seibel is now coordinating the webinars with KJZZ/K-BACH and the next webinar is scheduled for March 16, 2016 at 6:00 p.m. on A Holistic Approach to Financial Planning. The link to register is on the CAEPC website.

Accredited Estate Planner (AEP) – No report.

Spring Event – Katie Hill reported on TopGolf for the Spring Event on Friday, April 29, 2016 from 12:30 p.m. – 4:00 p.m. She asked board members to encourage attendance by sending information to clients, colleagues and other professional networks. The committee is looking for gift card sponsorships (\$50 - \$100) as prizes for games.

Communications – No report.

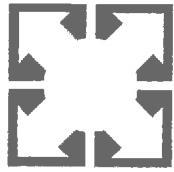
New Business

None to report.

The meeting adjourned at 4:41 p.m.

Respectfully submitted,

Kyle Decker
Secretary



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	Complete the NAEPC application for Council of Excellence.	David Walser	ASAP
3	Follow-up with NAEPC for November 17, 2016 afternoon session to offer to CAEPC members.	Darren Case	ASAP
4	Draft member demographic survey to send by March 14, 2016.	Membership Committee & SOS	March 14, 2016
5	Follow-up with U.S. Trust for May 2016 dinner sponsorship.	Stephen Koons	ASAP
6	Circulate information about TopGolf on April 29, 2016 to clients, colleagues and professional networks to encourage attendance.	Board Members	ASAP
7	Review bylaws and make recommendations to the board.	Remy Carpenter	May 2, 2016

2015/16 Board Member Attendance Record

	Aug. 19 th	Oct. 5 th	Nov. 2 nd	Jan. 4 th	Feb. 1 st	Mar. 7 th		Attendance Percentage
David Walser (President)	Yes	Yes	Yes	Yes	Yes	Yes		100
Darren Case (Vice President)	Yes	Yes	Yes	Yes	Yes	Yes		100
Darlene Hagan (Treasurer)	Yes	Yes	No	Yes	Yes	Yes		83
Kyle Decker (Secretary)	Yes	Yes	Yes	Yes	Yes	Yes		100
Steve Taddie (Past President)	Yes	Yes	Yes	Yes	Yes	Yes		100
Cindy Andresen	Yes	Yes	Yes	Yes	Yes	Yes		100
Harry Calivas	Yes	Yes	Yes	Yes	No	No		66
Remy Carpenter	Yes	Yes	Yes	Yes	Yes	Yes		100
Katie Hill	Yes	Yes	Yes	Yes	Yes	Yes		100
Nick Kolesar	Yes	Yes	Yes	No	Yes	No		66
Stephen Koons	Yes	Yes	Yes	Yes	No	Yes		83
James Lukes	Yes	No	Yes	Yes	No	Yes		66
Liz Shabaker	Yes	No	Yes	Yes	Yes	No		66



**SOS-Association Management Solutions
Administrative Report
May 2, 2016**

May 2, 2016 Meeting RSVPs/Guarantee

- Timely RSVPs: 118
- Untimely RSVPs:
- Guaranteed : 113

March 7th Program Survey Results (see following pages)

Membership

As of 04.28.16:

- 182 Active Members
- 93 Past Members
- 330 Prospective Members

Member Demographic Survey Results (see following pages)

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 – None

Master Website – Stellar Capital Management

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

Social Media

- 105 members on group page (+1)
- 54 followers on organization page (+2)
- FaceBook (newly created page for outreach) – 4 likes (+3)

News for Council Website Administrators

New RSVP Management Functionality is Launched (04/27/16)

Today we are launching a series of new RSVP management functions for Level 3+ councils. Watch this space for detailed instructions soon, after we iron out a few issues. Please report any other unusual behavior to webmaster@naepc.org. The new features will include:

1. The admin being able to manually create an RSVP for a member, including payment information.
2. The admin being able to edit some aspects of an RSVP.
3. Restructuring of the Events admin pages so that the RSVPs reside on a tab off of each event detail page.
4. The admin being able to indicate show/no-show for each member for each event. That is handy for CE credit accounting.



**SOS-Association Management Solutions
Administrative Report
May 2, 2016**

5. Addition of a Member Activity tab for each member so the admin can see what events they RSVP'd for and attended.

Future functionality will include allowing the admin or member to cancel an RSVP and for the member to edit some aspects of an RSVP and also to see all of their RSVPs. This is a significant addition of new functionality, so please pardon our dust!

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

CAEPC Website	80.95% 17
CAEPC Substitute Attendee Option	0.00% 0
CAEPC Continuing Education Reporting/CE Credit	38.10% 8
CAEPC Networking/Help Through Other CAEPC Members/Professionals	23.81% 5
Leimberg Services	19.05% 4
LinkedIn Site	9.52% 2
NAEPC Membership Benefits (Trusts and Estates Magazine, AEP Info, National Conference, etc.)	0.00% 0
Administrative Support Office (Questions and Answers)	14.29% 3
Responses Other (please specify)	

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.

Please make CLE certificates available at the presentation.

Great

Thank you for emailing the material and CLE certificate this month.

I miss the printed member directory. I like the new staff.

I met a new professional at the last meeting I attended, or I was able to connect with someone I needed to see.

Answer Choices	Responses
Yes	95.24% 20
	4.76%

CAEPC Survey Results – March 7, 2016 Dinner Program

Answer Choices	Responses
No	1
	0.00%
N/A	0
Total	21

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

Answer Choices	Responses
Yes	52.63% 10
No	31.58% 6
N/A	15.79% 3
Total	19

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

Include menu information in the meeting announcement

I would like more networking opportunities and member news, such as a newsletter.

The presentation by Professor Jay Adkisson on What Every Estate Planner Should Know: The Asset Protection Consequences of Common Estate Planning Techniques met my expectations and I learned at least one useful or new thing at this meeting.

Answer Choices	Responses
Yes	90.48% 19
No	0.00% 0
N/A	0.00% 0
Responses Comments (please specify)	9.52% 2
Total	21

Survey Results for March 7, 2016 Program

Did CAEPC select the right topic for the March 7, 2016 program?

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Total	Weighted Average
The presentation matched the topic/content I was expecting.	66.67% 14	33.33% 7	0.00% 0	0.00% 0	0.00% 0	21	4.67
The presentation was easy to follow.	57.14% 12	38.10% 8	4.76% 1	0.00% 0	0.00% 0	21	4.52
The level of the presentation was appropriate for me.	57.14% 12	42.86% 9	0.00% 0	0.00% 0	0.00% 0	21	4.57
The presentation handouts were relevant, helpful and complete.	57.14% 12	33.33% 7	9.52% 2	0.00% 0	0.00% 0	21	4.48

Please provide any topic or speaker suggestions for future events.

I particularly enjoyed this presentation. the content was detailed enough to provide me with the education to take back and apply to my job. thank you for bringing in this speaker.

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.

Answer Choices	Responses
Responses Name:	0.00% 0
Responses Organization:	0.00% 0
Responses Email:	0.00% 0

CAEPC Survey Results – March 7, 2016 Dinner Program

Answer Choices	Responses
Responses Phone:	0.00% 0

Are you interested in becoming more involved on a CAEPC committee or with the NAEPC? If so, please let us know by providing your contact information (name, phone, email) below.

I would like to know what committees are available and what is required for each in terms of time.

Please provide the zip code for your primary office location.

85004	4
85006	
85008	
85009	
85012	4
85014	
85016	11
85021	
85028	
85029	2
85032	
85251	
85253	3
85254	8
85255	
85258	2
85259	
85260	2
85363	

Please provide the zip code for your primary residence.

85004	
85013	
85014	
85016	3
85018	
85020	2
85021	3
85022	
85023	2
85028	2
85034	
85050	2
85054	
85083	

CAEPC Membership Demographic Survey 04.01.16

47 Responses

85205
 85213
 85251
 85253
 85254 2
 85255 2
 85258 2
 85259 3
 85260 3
 85262
 85284 2
 85297
 85324
 85331 2
 85381
 85383

Is our meeting location at the Phoenix Country Club convenient for you?

Answer Choices	Responses
Yes	55.32% 26
No	17.02% 8
Doesn't make a difference.	21.28% 10
Responses Comments:	6.38% 3

Responses (3)

It's not inconvenient -- 20 -25 minutes from my office and home.

It's not close to my office, but close to my home

PCC is very convenient. If we move to Scottsdale I will resign.

Please indicate your age from the following age ranges:

Answer Choices	Responses
----------------	-----------

CAEPC Membership Demographic Survey 04.01.16
47 Responses

18-25	0.00%	0
26-35	12.77%	6
36-45	17.02%	8
46-55	19.15%	9
56-64	29.79%	14
65+	21.28%	10
Total		

Are you interested in:

Answer Choices	Responses
volunteering to help at a dinner program or special event?	21.43% 3
getting involved with a committee?	28.57% 4
serving on the Central Arizona Estate Planning Council's Board of Directors?	28.57% 4
interested in getting involved with the National Association of Estate Planners & Councils (NAEPC)?	21.43% 3
Total	14

Tom Helms

Ronald Wilson 602-249-1328

Larry Van Quathem 480-494-2210

I am currently on the Board.

Trevor Whiting, trevor.whiting@quarles.com

Remy Carpenter :)

Erin Itkoc - erini@versantcm.com

suzie eyrich suzie.eyrich@gmail.com

No, but I would be interested in being on the Board next year.

CAEPC Membership Demographic Survey 04.01.16
47 Responses

already am a Board Member!

Brad Jepson, 602-468-2675, bj26@ntrs.com

Roger T. Coventry 623-680-3763

Kevin W. Wright

Linda Bowers

Steve Taddie (will address at some point directly with NAEPC)

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

Darlene Hagan

Sierra Dommin
U.S. Trust
sierra.c.dommin@ustrust.com

Michael McCullough, CTFA
Johnson Bank
mmcullough@johnsonbank.com

Please enter your name in the box below if you wish to be entered into a drawing for a \$50 discount on next year's membership dues as a "Thank You" for completing this survey.

Dan Kammrath

Nicole Hill

Tom Helms

Bruce Tannahill

David McConachie

Ronald Wilson

Larry Van Quathem

Darlene Hagan

Dwight Watland

Trevor Whiting

Robert P Goodman

CAEPC Membership Demographic Survey 04.01.16
47 Responses

Erin Itkoe

suzie eyrich

Patricia Heitter

Claudia Cucitro

Sean Greengard

David L Burns

Jim Lukes

Susie Brousseau CLU, ChFC, CFP

Al Kingan

Beth Salazar

Brad Braun

Katie Hill

Daniel G. Wani

Kyle Decker

Roger T. Coventry

Kevin W. Wright

Linda Bowers

Steve Taddie