

GWTTTRA Board Meeting & retreat – Sept. 22, 2006, Mesquite, NV

Meeting was called to order by Pres Kathy Andereck

In attendance: Kathy Andereck, Norma Nickerson, David Williams, Claudia Jurowski, John Hope-Johnstone, Linda Waterman

First order of business: Need to replace four board members. Discussion about states needed for the board. Linda will email the list of potential board members from ID, WA, CA to let them know they have been suggested to be on the slate of the board...are they interested?

Officer job descriptions/responsibilities – place these on the web site. To be written by John and Kathy and run it by past presidents and ex. Board to review.

New web site: John presented the new website for us to review. With our symposiums we will ask International if our payments can go through them and then we simply get paid by International for our registrations. It was suggested that the 'library' or 'resources' will include the presentations of the GWTTTRA symposium. The board fully endorsed the new version. Kathy will ask Patty to send us within a couple weeks when a new member joins GWTTTRA. Linda offered to be the welcoming committee and send the new member an email to welcome them to GWTTTRA.

The board voted and approved a \$500 stipend to be paid to John Hope-Johnstone for web page design and monthly updates. In addition, John's GWTTTRA conference fee will be provide by GWTTTRA each year.

Seattle conference has been difficult for Dave Williams to arrange. John said he will help with picking the site and get it moving ahead. The link between policy and tourism is the theme for the symposium. Norma will call Peter Williams about being the keynote speaker with room and no conference fee as our thank you.

Hawaii alliance – Pearl has not returned Kathy's emails regarding the Hawaii alliance with GWTTTRA so it is still on hold. We will ask Hawaii to have the conference every 3rd year if the alliance is agreed upon.

Future of GWTTTRA Discussion

How do we get increased participation in GWTTTRA?

Why do those who currently participate in GW, do it?

Why don't members not participate?

Why do members join TTRA?

Why do you go to conferences? Who is speaking, topic....

Communication plan

Put power points on web site

After each meeting or symposium, bullet points (summary) is sent to each member by the secretary

Individual networking within your own state by board members

More proactive in promoting symposiums

Snail mail

Emails

Web video clips of key speakers

Set locations up to three years in advance

Welcome new members via email

Hire a student to market the next symposium – John will get his interns to test it this year. These 2 students will get paid a maximum of \$700 including postage and printing for this effort.

Survey the members – how many miles willing to drive from airport? Provide a list of rural communities for location of symposium. Do this in January.

Audit –

Audit committee is John Hope-Johnstone of the International board and who has obtained certification in general accounting procedures, and GWTTTRA board members Linda Waterman, Norma Nickerson, and Claudia Jurowski.

The audit plan is simple because of the low volume of income.

Internal control will include the bank statements being sent to the chapter president instead of the treasurer. The president will fax a copy of the statements to the treasurer. The treasurer does not authorize expenditures. The president, VP, and/or approval by a majority vote of the board can authorize expenditures.

The president will check the records and reports against the bank statements. The president will double check the signature on the checks for authenticity and that the treasurer has not written a check to oneself.

All invoices will be faxed to the president by the treasurer who will initial and fax it back to the treasurer.

The only assets owned by GWTTTRA consist of cash. Existence of these assets are supported by the bank statements.

The treasurer reconciles the bank statement annually at the TTRA-GWTTTRA annual membership meeting. The membership approves the treasurer's report.

The committee reviewed the GWTTTRA activities and found no activities that would endanger their tax-exempt status.

The treasurer submits the tax form each year to the IRS. The committee determined that both the financial reports and the accountability reports have been filed on or near the due dates. The treasurer submits form 990 each year.

The annual corporate report prepared by the treasurer submits a copy to the GWTTTRA president.

The committee examined the internal controls and recommended enhanced controls as discussed above.

Completed by Norma Nickerson