



---

**Board of Directors Teleconference  
September 19, 2007  
7:00pm-9:00pm (EST)**

---

**Distributed 10/08/07**

Attendance: (BOD) C. Gulotta, M. Kline, D. Moran, C. Pfister, W. Robinson, K. Schwartz

**I. Meeting Opening**

The meeting was opened by C. Pfister. The 8/15/07 minutes and 9/19 agenda were accepted by all in attendance.

- W. Robinson has produced a standards guide outlining the templates and forms that are currently in use by MAPACA. It also highlights purchasing of assets and the need for an asset tagging procedure.
- Newsletter; publishing guidelines; timing bi-monthly; editing; content; advert rates;
- Website updated

**II. Unfinished Business**

- Nov. 4 Membership Meeting
  - Presentation contents; W. Robinson has prepared a draft presentation and will circulate for comment.
  - W. Robinson has requested that all Board members that will be in attendance for 11/4 meeting to submit a picture (personal or farm) to include on the presentations introduction slides.

**III. Treasurer's Communiqué**

- Treasurer's Report
  - C. Pfister did not attend Affiliate Congress meeting. As a result Continental Airlines credited \$94.00 and C. Pfister is writing MAPACA a check for \$356.80.
  - Currently have \$148k in account at Wachovia
  - Letter of Determination: D. Moran: Motion to have Sax, Macy, Fromm complete taxes for 2007. Seconded by M. Kline; All in agreement



#### **IV. Committee Reports & Updates**

- None

#### **V. New Business**

- Discussion of MAPACA audit/Next steps - Brion Smoker, CPA to call in
  - B. Smoker was given an overview of MAPACA IRS audit performed this year (regarding years 2003-2006)
  - Recommendations: Hire an outside accounting firm to perform a compilation or yearly review and issue an independent report to the Board as opposed to an audit. Review is more comprehensive. Have tax return completed by them at the same time.
  - Monthly reports and copy of bank statements should be provided by bookkeeper on a monthly basis.
  - QuickBooks for nonprofit not effective because the same information is in the standard QuickBooks.
  - Board should provide a summary financial statement to membership on a yearly basis in addition to a statement of review.
  - MAPACA's financial year should coincide with the Board member's term year.

#### **VI. Close of Meeting**

**W. Robinson: Motion: Meeting to be adjourned. Seconded by C. Pfister. Vote: Yes (unanimous).**

**Next meeting scheduled: October 17, 2007 (7PM-9PM)**