

Wisconsin Fox Valley CPCU Society Chapter

Board of Directors – 9/6/12 Meeting

A meeting of the Board of Directors of the Wisconsin Fox Valley CPCU Society was called at 8:00 am on Thursday September 6, 2012 at Secura Insurance, 2401 South Memorial Drive, Appleton, WI 54915.

Members Attending: Phil Biwan, Joe Schmidt, Paul Enterline, Al Timm, Laurie Lamers, Chad Thurn

Members Absent: Sue Krenz

Minutes:

- Confirmation of meeting schedule for 2012-2013
 - 9/19/12 – Stone Cellar Brew Pub
 - Social event and tour, but will take member vote on revised Chapter Bylaws prior to tour/dinner
 - 11/7/12 – I-Day (Grand Meridian)
 - Paul to confirm topic being presented by speaker
 - Christmas Wrap/Charitable Event
 - Has typically been a lunch at Secura Insurance in the past, discussion on possible morning/breakfast to allow for more participation. Date to be determined and invite sent to Chapter members
 - 1/16/12 – Fox Cities Chamber of Commerce (Liberty Hall)
 - 3/13/12 – National Weather Service (Liberty Hall)
 - 5/15/12 – Andy Franken/Wisconsin Insurance Alliance (Liberty Hall)

- I-Day Discussion
 - Confirm that Dwight Gribble is on invite list for all meetings, including I-Day (Chad has confirmed that he is included on the membership list)
 - Paul to contact Dwight regarding I-day and his involvement in program for new designees and officers
 - Phil to update program template with names of new designees, CPD qualifiers and scholarship recipients
 - Determination of board members to contact new designees for personal invite to I-Day

New Designee	Board Member Assigned
Christoffer Petersen – American Advantage Ins	Sue
Kevin Luebke – Ameriprise Auto & Home Ins	Paul
Sharon Neuhaus – Ameriprise Auto & Home Ins	Paul
Matthew Wavrunek – Auto Owners	Chad
Chad Michael – Jewelers Mutual	Al
Jennifer Rammer – Jewelers Mutual	Al

Christie Lisowe – Secura	Joe
Melissa Brich – Secura	Joe
Neil Wait – Secura	Phil
Jeffrey Kargus – Secura	Phil
Kimberly Anderson – Secura	Laurie
Larry Wright – Secura	Laurie
Stephanie Williams – Society	Chad
Lisa Carney – West Bend	Chad

New designees will be asked to RSVP by 10/22 and include some brief background info if they are attending (Phil to send template to board members). Background info to be forwarded to Paul once received. List of new designees and contact information as well as suggested contact approach is attached.

- Advertising
 - Last year it was determined not to advertise in local newspaper
 - Discussion of sending press release to newspaper rather than placing an ad (Joe to investigate)
 - Discussion of funding ad in national CPCU publication, PIA, Big I, etc for future I-Days
 - Phil to look into joint announcement/publication for all WI new designees as well as completing program and replica diplomas
 - Scholarship recipient names need to be received from University of WI-Oshkosh (Phil to contact) and University of Wisconsin-Madison (Laurie to contact)
 - Phil will print name tags for meeting
 - Laurie will pick up gift card for speaker
- Bylaws/Incorporation
 - All paperwork has been submitted to national
 - Vote of chapter members on revised bylaws to take place at 9/19 meeting
- Financials
 - Discussion of drop in revenue/dues in 2012 versus prior years (see attached Statement of Revenue and Expenses and Financial Tracking Report)
 - Phil noted that last year's expenses were higher due to speaker fee for I-Day and the addition of a 2nd scholarship
 - Chad will look at some chapter reports to see if we can determine if certain companies are no longer supporting the payment of dues or other reasons why membership may be dropping
 - Current funds are enough to sustain more expenses than revenue in the short-term but agreed that we must look at more balance going forward

- Discussion on increasing chapter dues
 - Chapter dues have been at \$50 for several years
 - Small increase would not likely discourage membership but would help with revenues
 - Motion to increase chapter dues to \$60 for next membership cycle was brought before the board and approved with unanimous voice vote
- Laurie to contact national regarding the approved increase
- It was also agreed that no changes to the scholarships were necessary at this time, but would be evaluated in the future

- Procedures
 - Phil submitted proposed procedures regarding cycle of terms for officers and transition to calendar period (see attached)
 - Approval by voice vote of 2 year cycles and transition plan
 - Procedure regarding support of funding to send VP to leadership conference and outgoing President to national convention were not approved. It was determined that the need to send board members to these events would be considered as needs arise and based on cost and available funds.

- Mentoring
 - Discussion of forming a committee to look into possibility of current Society members mentoring those in the process of working towards the CPCU designation
 - It was agreed that this would be a larger undertaking and this item will be continue as a future meeting topic

Submitted by:
Chad Thurn, Secretary
September 7, 2012

For the assigned personal invites of new Designees, we suggest the following be included in your contact:

- Welcome and congratulations
- Invite to be inducted at I-day Nov 7 at Grand Meridian
- Request a short bio:
 - three to four sentence introduction
 - Education, employment, family, and
 - how CPCU helps you with your career aspirations.
- *Bio's need to be sent to you, then forward to Paul Enterline by 10/22.*
- Ask if they have any interest in giving back to CPCU through committee or board
- Ask thoughts on if a CPCU mentor during the final exams would have been useful

CPCU – WI Fox Valley Chapter

Procedures

A. Schedule of Votes for Officers – Two Year Terms

<u>Cycle A</u>	<u>Cycle B</u>
President – (expect VP?)	Treasurer
Vice President	Secretary
Board 1 & 3	Board 2 & 4

B. Annual Calendar adopted at Fall Board Meeting

C. Transition of Officers to synch with “season” and calendar/fiscal periods

In order to provide for a smooth transition and orderly phase-in of the January 1 term for Directors and Officers, the Board shall adopt a transition schedule delaying the election cycle (and thereby extending the terms of certain Directors and Officers) as necessary to complete the transition no later than January 1, 2014. Induction to office is recommended to be held at the November I-day chapter meeting, or at other appropriate time determined by the Board of Directors. There is not limitation to the number of consecutive terms in office, however a change in the full slate of Directors and Officers is required every two years.

D. National Meeting Attendance

Leadership conference or National Convention attendance by officers will be reviewed on an annual basis in order to assure returned chapter value for expense costs provided.

Part III. Financial Data (Must be completed by all applicants)

Complete the financial statements for the current year and for each of the 3 years immediately before it. If in existence less than 4 years, complete the statements for each year in existence. If in existence less than 1 year, also provide proposed budgets for the 2 years following the current year.

A. Statement of Revenue and Expenses

Revenue	(a) Current Tax Year	3 Prior Tax Years or Proposed Budget for Next 2 Years			(e) Total
	From 1/1/2012 To 8/1/2012	(b) 2011	(c) 2010	(d) 2009	
1 Gross dues and assessments of members	4080.00	5260.00	5199.00	5250.00	19789.00
2 Gross contributions, gifts, etc.	0	0	0	0	0
3 Gross amounts derived from activities related to the organization's exempt purpose (attach schedule) (Include related cost of sales on line 9.)	127.44	154.55	58.95	142.00	483.44
4 Gross amounts from unrelated business activities (attach schedule)	0	0	0	0	0
5 Gain from sale of assets, excluding inventory items (attach schedule)	0	0	0	0	0
6 Investment income (see page 3 of the instructions)	0	0	0	0	0
7 Other revenue (attach schedule)	0				
8 Total revenue (add lines 1 through 7)	4207.94	5414.55	5257.95	5392.00	20272.44
Expenses					
9 Expenses attributable to activities related to the organization's exempt purposes.	3602.51	5113.23	2348.27	2332.64	13396.65
10 Expenses attributable to unrelated business activities	0	0	0	0	0
11 Contributions, gifts, grants, and similar amounts paid (attach schedule)	3183.00	3475.00	1111.00	2016.00	9785.00
12 Disbursements to or for the benefit of members (attach schedule)	0	0	0	0	0
13 Compensation of officers, directors, and trustees (attach schedule)	0	0	0	0	0
14 Other salaries and wages	0	0	0	0	0
15 Interest	0	0	0	0	0
16 Occupancy	0	0	0	0	0
17 Depreciation and depletion	0	0	0	0	0
18 Other expenses (attach schedule)	0	0	0	0	0
19 Total expenses (add lines 9 through 18)	6785.51	8588.23	3459.27	4348.64	23181.65
20 Excess of revenue over expenses (line 8 minus line 19)	-2577.57	-3173.68	1798.68	1043.36	-2909.21

B. Balance Sheet (at the end of the period shown)

		Current Tax Year as of 12/2011	
Assets			
1	Cash	1	5833.81
2	Accounts receivable, net	2	0
3	Inventories	3	0
4	Bonds and notes receivable (attach schedule)	4	0
5	Corporate stocks (attach schedule)	5	0
6	Mortgage loans (attach schedule)	6	0
7	Other investments (attach schedule)	7	0
8	Depreciable and depletable assets (attach schedule)	8	0
9	Land	9	0
10	Other assets (attach schedule)	10	0
11	Total assets	11	5833.81
Liabilities			
12	Accounts payable	12	0
13	Contributions, gifts, grants, etc., payable	13	0
14	Mortgages and notes payable (attach schedule)	14	0
15	Other liabilities (attach schedule)	15	0
16	Total liabilities	16	0
Fund Balances or Net Assets			
17	Total fund balances or net assets	17	5833.81
18	Total liabilities and fund balances or net assets (add line 16 and line 17)	18	99

If there has been any substantial change in any aspect of the organization's financial activities since the end of the period shown above, check the box and attach a detailed explanation.

CPCU - Wisconsin Fox Valley Chapter
 Financial Tracking Report

Calendar Year

2013

Current Date

Month Ct: 1

1/31/2013

<i>Rcrd</i>	Description	Annual Budget	Ytd Budget	Ytd Actual
1	Beginning Balance	\$ 5,833.11		
5	Revenue			
9	Dues from National collection	\$ 4,200	\$ 350	\$ 1
13				
17	Other - meal collection, etc. for purpose of running chapter services	\$ 125	\$ 10	\$ -
21				
25	Interest/Dividend	\$ 25	\$ 2	\$ -
29				
33	TOTAL Revenue	\$ 4,350	\$ 363	\$ 1
37				
41	Expenses			
45				
49	Expenses related to running chapter services, i.e. meals, supplies, etc.	\$ 3,500	\$ 292	
53				
57	Contributions - scholarship / Loman	\$ 2,500	\$ 208	
61				
65	Other expenses	\$ -	\$ -	
69				
73	TOTAL Expenses	\$ 6,000	\$ 500	\$ 1
77				
81	Net Change	\$ (1,650)	\$ (138)	\$ 0
85				
89	Ending Balance	\$ 4,183		\$5,833.36
93				
97				
101				