



**Association of Contingency Planners**

**ACP Corporate Board of  
Directors**

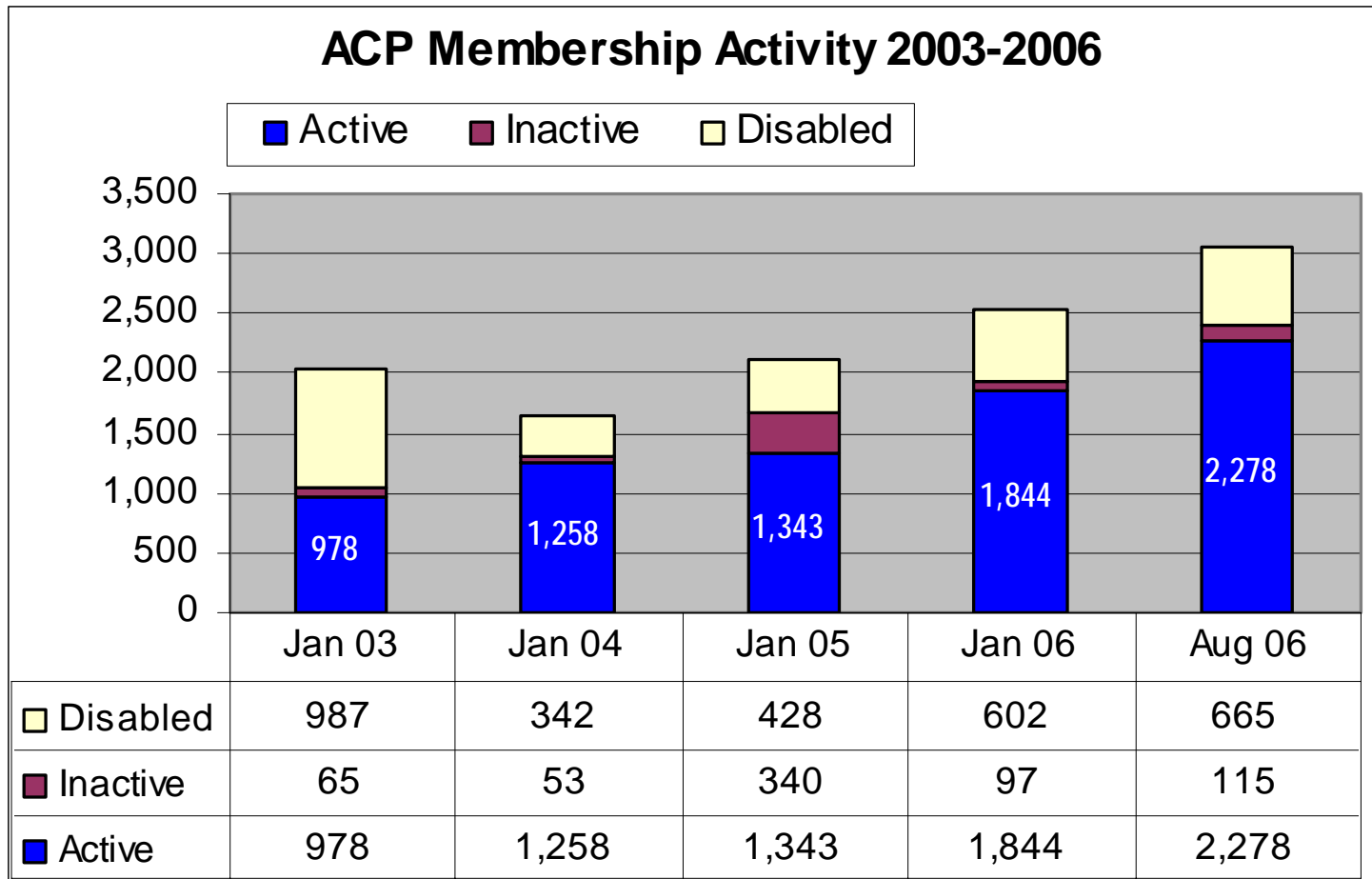
**May-August 2006 Update**

# Agenda



- ◆ Introductions
- ◆ Accomplishments and Activities
- ◆ Struggles
- ◆ Future Activities
- ◆ 2007 Face-to-Face Meeting Details

# Accomplishments / Activities



# Accomplishments / Activities



- ◆ New Chapters
  - Approved Northern Illinois (5/06) and Twin Cities (6/06)
  - Received articles of association from Mexico City
    - Currently, researching legal aspects of foreign chapters
      - Foreign Affiliate & License Agreement
      - Import/Export Laws
      - Patriot Act
      - OFAC /FINCEN
      - IRS
- ◆ Approved State Filing Policy (6/5)
  - Each non-California chapter must be properly filed in their state within one year of chartering
- ◆ Conducted membership and programming training (6/7)
- ◆ Transitioned to new member PayPal processing (6/15)
- ◆ Appointed Nominations Committee for 2006 Corporate Election (6/26)

# Accomplishments / Activities



- ◆ Approved Hall of Fame Committee recommendation to induct the following members (7/10):
  - Rich Arnold, DRJ (general member)
  - Cheyene Haase, BC Management (Orange County)
  - Carey Storm, Qualcomm (San Diego)
- ◆ Approved new logo / color scheme (7/10)
- ◆ Approved organizational membership structure (7/10)
- ◆ Approved sponsorship program (7/10)
- ◆ Completed People Continuity Survey (7/12)
- ◆ Collected all chapter sources and uses of funds statements (7/17)
- ◆ Approved proposal from Bekkerschmidt Designworkers to redesign website and flyer (7/19)
- ◆ Completed import of speakers bureau spreadsheet into ACP HQ speakers bureau database (7/20)
- ◆ Added IBHS toolkit to website for small and medium businesses (7/31)
- ◆ Approved ACP Mexico Chapter

# Struggles



## ◆ Situational Awareness - Chapter Directors

- Several membership / programming directors are/were unaware of corporate initiatives (i.e. rebranding / IBHS)
  - Solution - Corporate requests Chapter Presidents to better engage their boards and provide Corporate updates

## ◆ IRS matters

- IRS claims ACP did not file a Year 2000 990 return and assessed a \$4990 penalty (paid 7/17)
- If there is proof of filing it is with the previous CEO who won't / can't provide the documentation
  - Solution # 1 - hire tax attorney to recover or reduce penalty
  - Solution # 2 - develop comprehensive records retention program

# Future Activities



## ◆ Visibility

- Continue to implement ACP rebranding effort
  - Website
  - Brochures
  - Booth Display
  - Style Guide
- Maintain momentum on BC awareness to small and mid-sized businesses through IBHS initiative
- Publish white paper of people continuity survey
- Organize meeting at DRJ to induct first class into ACP Hall of Fame and provide a logo / color scheme update to ACP members
- Maintain visible Corporate Board presence at trade shows (DRJ and CPM) and chapter meetings

# Future Activities



## ◆ Growth and Value

- Continue to grow membership / add new chapters
- Add new membership fields (date last updated, 2<sup>nd</sup> e-mail address, opt out of sponsor mailers, etc.)
  - Create either on-line or printed membership directory
- Implement new membership types - organizational, student, honorary, affiliate
- Launch sponsorship program (ACP HQ) and Research Advisory Council
- Initiate membership retention program, speakers bureau, tool library, and virtual chapter enhancements
- Approve new MOUs (i.e. DRII, BCM, Continuity Central)

# Future Activities



## ◆ Requirements

- File 2005 IRS and State of California tax returns and initiate outside financial audit
- Complete D&O Insurance Renewal and IRS Group Exemption paperwork
- Formalize records retention program and consolidate ACP records into one repository
- Review chapter articles of association (due 9/30)
- Research general liability insurance coverage for chapters
- Continue to work with non-California chapters to ensure they are properly filed within their state
- Manage and conduct 2006 Corporate Board Election
- Begin 2007 budget process
- Initiate 2006 MVP process

# 2007 Face-To-Face



## ◆ January 19-21, 2007 in Dallas, Texas

Crowne Plaza Hotel

North Dallas - Addison

14315 Midway Blvd

Addison, TX 75001

[http://www.ichotelsgroup.com/h/d/cp/1/en/hotel/dalad?\\_requestid=1093989](http://www.ichotelsgroup.com/h/d/cp/1/en/hotel/dalad?_requestid=1093989)

\$89 room rate

\$34 shuttle fee (round trip) - details to follow

# Questions?



Thank you,  
2006 ACP Corporate Board of Directors