



Geological Society of Connecticut

Steering Committee Meeting

January 11, 2010, Hartford Marriott Rocky Hill, CT

Call to order: The meeting was called to order by Janet Stone at 4:45pm

Attendees: Janet Stone; Randy Steinen; Gail Batchelder; Peter LeTourneau;
Mark Lewis; Margaret Thomas; Mike Wizevich

Guest: John Purtill, Community Accounting Aid and Services, Inc. (CAAS)

John Purtill, CPA presented issues associated with a non-profit status for the Society. John interviewed the group relative to the Society mission and goals, and mode of operation. The Society must be a 'non stock' corporation to achieve non-profit status. The CAAS can assist the society with developing incorporating documents and preparation of tax returns. The business plan/constitution and bylaws should include information about our events, financial goals, educational mission, scholarships, and publications as applicable. www.guidestar.com has information on filling out the required 990 tax document for the IRS in order to qualify as an Educational 501c3 non-profit organization. www.purtill.com has a checklist of items needed for non-profit status. Legalzoom.com will prepare and file the required corporate filing documents for a fee. www.probonopartner.org may be a good resource for legal services, as attorneys at larger firms must provide 3% of their billable hours pro bono (for public good - no fee).

The Society has 1.5 years (27months) to get organized as a non-profit. Within that time frame, the Society must apply to the IRS by filing form 1023. Upon review, the IRS will give tentative approval, valid for 5 years. After the 5 year period, the IRS will evaluate the status of the Society to ensure we are still operating as a non-profit.

Required documents: bylaws; organizational objectives (constitution); business plan. We should complete form 1023 in the next couple of months. We already have a Tax ID#; Any changes to our Charter must be sent to the Secretary of State. Our fiscal year will be July 1 – June 30th.

We must file for 990 for 2009, which will be yr 1 or our 5 yr tentative approval. John Purtill will send in a form 990EZ on our behalf, and provide us with a free copy of Quick Books software to ease data exchange between the Society and CAAS.

Action items: Peter will submit application form to CAAS.

Mike will draft bylaws for review with a goal of accepting them at the next meeting.

Gail will draft 1023 form for committee review at the next meeting.

Gail will send out a press release to Earth; GSA;DEP and other relevant state associations using our new domain www.geologicalsocietyofconnecticut.org

Matte will register the alternate domain: connecticutgeologicalsociety.org

Gail will check on web traffic program and potential fees.

Janet suggested Peter coordinate the Mesozoic quarry field trip for the spring. There was discussion about the possibility of 4 stops, including Suzio and Portland Quarries, Mesozoic fractures, and lake cycles. Wesleyan and Dino Pk were mentioned as possible hosts for the meeting. A Field Trip Subcommittee consisting of Peter, Mike, and Janet will report back at the Feb meeting.

Motions:

There was a motion to accept the November Meeting Minutes as modified. The motion was seconded and unanimously approved.

There was a motion to accept the Treasurer's Report as presented. The motion was seconded and unanimously approved.

There was a motion to grant John Purtill membership in the Society in gratitude for his professional services. The motion was seconded and unanimously approved.

Next Steering Committee Meeting: Mon, Feb 8th, 2010 @ 5:00pm Marriott Rocky Hill.

Meeting Adjourned @ 7:00pm.

Submitted by M.Thomas, 2/4/10