**Epworth Forest Pier Committee**

**Agenda**

7/26/2014

1) Pick 5th member

2) Elect President, Secretary, Treasurer (Vice President?)

3) Bank Account Setup and Acquire Checks

 Get Funds From Prior Organization

 Get financial Records/Books for past years

4) Get “Not For Profit” Corporation Papers

5) Get Membership list (Emails and addresses)

6) Decide Liability Insurance Amount and Liability release

7) Define Appeal Process (3 days to review, 7 days for first, second, third notices)

 Appoint and “Enforcement Administrator”

8) Develop Community Piers where Possible

9) Annual meeting of members (within first fiscal year 1/1 to 12/31)

10) Electronic Communication

 Website (efpier.org, epworthforestpier.org, epworthforest.org, efpac.org)

Email with Onshore, Offshore, and Assigned Piers grouping (Gmail, efpier, epworthforestpier)

Cloud Document Sharing

11) Billing / Accounting Software (Quickbooks, Accounting Firm?)

12) Address 2014 pier fees and delinquencies