



MEMORANDUM

To: CFP Executive Board

From: Larry Eils, Chair
Paul Panico, Vice Chair
CFP Constitution and Bylaws Committee

Date: November 25, 2008

RE: Committee Report for April 2005 Board Meeting

Once again I am sorry that I can not be attendance but the NAMA Spring Expo is being held at the same time as this meeting. Paul will be presenting this report on my behalf.

Work has not started with regards to amendments to any of the CFP documents based on Board or committee recommendations. Material has been gathered and a list of Issues has been prepared, see attached. Once the dust has settled concerning Position Descriptions the committee will begin writing Issues to meet CFP deadlines.

The committee's major focus since the August 2004 Board meeting has been on the Position Descriptions since there are 19, see attachment, that need to be developed and completed by the fall Board meeting. I must take this opportunity to thank a few people that have helped greatly with this project. First I am indebted to Lisa Wright for drafting the initial position description and Ellen Laymon for drafting several new ones. Secondly I thank Paul Panico and Trevor Hayes for being the final eyes before they see the light of day. Lastly and most importantly, I thank the committee members for the excellent job they have done in reviewing and commenting on the descriptions. Every week since January 17th they have received two descriptions for their review and comment which must be returned the following Monday. As of this date they have completed a review of 13 Position Descriptions, a commendable job.

By now you have received 4 of these Position Descriptions for your review. As you have seen a lot of thought and work has been put into these Descriptions. The committee feels these will be an important addition to CFP. By the fall Board meeting you will have a complete and final set of Position Descriptions to add to your Board manual.

Should you have any questions Paul will be glad to answer them.

Have a great meeting.

attachment