

ACCCE CHI & Membership Working Group

On the call:

David Manuta, Charlie Leonard, Richard Goodman, Steve Duerr, Bernie Ennis

These minutes do not attempt to capture discussion. Rather, I am primarily concerned to note the basic conclusion.

Membership Issues

- Most of our members are individual consultants, possibly incorporated as a LLC or Subchapter S corporation.
- After extensive discussion, it was concluded that a candidate for membership can be an employee of any size organization, the main business of which may or may not be consulting. That member may seek to be chosen by the prospect, but he/she is expected to do lead the work and do most or all of the consulting.
- The member who wins the CHI may seek out help from other members, but not from non-members. The subcontractor could be a member who has laboratory facilities,
 - If a non-member were to lead or perform a CHI, this would open up the Association to potential liabilities.
 - ACCCE gets 5% of gross billable consulting revenues from the member leading the project. (I believe that if the consultants incurs reimbursable expenses, such as travel, etc. they are not included in the gross billable consulting revenues.

CHI Management

- **We would like CHIs to be answered and converted to projects as quickly as possible. To that end, we encourage all members to review CHIs as quickly as possible, and if there is a fit, they should contact the prospect and try to close the deal.**
- Ideally any consultant contacting a prospect should so inform the webmaster, particularly if he/she would like help from another member.
- It is MANDATORY that if a deal is signed, the member so inform the webmaster, who will enter the details onto the CHI spreadsheet.
- We expect the consultant to make periodic reports on progress and finally on completion and receipt of final payment.

Constitution & Bylaws Relating to Membership

- Porcelli suggested that there didn't seem to be any reason to modify the Constitution and Bylaws based on our discussions. These notes, once confirmed by all participants in the GTM would be adequate to guide the Membership Chair and other members when an unusual application for membership was received.
- It is unclear whether any changes to the Constitution & Bylaws had been made in the last few decades, and therefore a proposal was made by Ennis to go back to the original language in the 1947 document found by Manuta. Its language appears to describe appropriate Membership criteria.

- **It was agreed that Manuta would send a copy of the old document to all GTM attendees, after which we would discuss and decide via email.**