



Georgia Polygraph Association

Minutes of Meeting June 09, 2024

GSP Headquarters

959 United Ave SE, Atlanta, GA 30316

Prepared by Lt. T. Vande Zande

I. Call to order

Members were welcomed and meeting was called to order by President James Hayes. Minutes from the May meeting were presented and approved.

II. Members and Guests in attendance

James Hayes	Ken Adamczyk	Gilbert Guthrie	Amanda Baker
Jack Joiner	Keith Woodford	Linda Howard	James Buckner
James Medler	Darwin Malone	Todd Vande Zande	Don Berez

III. Secretary Report

Nothing to report.

IV. Treasurer Report

The Treasury Report was presented by Don Berez and James Buckner. Since the last report, the GPA account was transferred to Regions Bank. An initial fund balance of \$2000 was used to open the account. The remainder of the funds will be transferred soon. The total fund balance at the time of the report was \$15,488.72. Financial statements attached. We will continue to use PayPal as our online payment resource. Discussion took place regarding adding a \$2 convenience fee to PayPal transactions to cover the fees charged by PayPal to handle receipt of payments. The majority of members in attendance supported the addition of this fee.

V. Old Business

James Hayes updated the association on the filing of our 501c3 status. The IRS accepted the updates to our filing status and our status as a non-profit was updated. Discussion concerning hospitality night at Tri-State Conference was had. An event venue (Live Wire) was chosen as the location for this event. There will be a per person event charge of \$10.00. Details are still being worked out regarding entertainment. Discussion was had concerning the audit of GPA funds. Don Berez has compiled all of the needed statements for review. The review will be completed soon and a report will be presented to the Board. The GPA has entered into an agreement with Twofold Marketing to build-out our new website. Once this is completed, the GPA will take over managing the site. Details of the agreement are included with the Minutes.

VI. New Business

Training ideas for the remainder of this year and next year are being solicited. If you are interested in conducting any training, or, you have suggestions for training, please contact the Board. Our next business meeting will be at the Tri-State Conference.

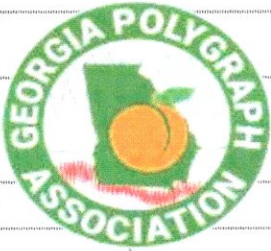
VII. Announcements

The Paulding County Sheriff's Office has agreed to host the training for our January 14, 2025 meeting. Details will follow at a later date.

VIII. **Adjournment**

There being no other business the meeting was adjourned.

Continuing education training was conducted covering the GPA By-Laws



GEORGIA POLYGRAPH ASSOCIATION
Financial Statement
July 5, 2024

Cash balance on May 13, 2024		\$15,218.72
	<i>Amount sent to new Treasurer</i>	<i>\$2,000</i>
Deposits:		
	Tri-State Conference Registrations	197.01
	<i>Total Registrations: 32</i>	
Total Deposits		197.01
Expenditures:		
	May 14 Meeting Lunch	167.92
	GPA Website Construction	1,200.00
	IRS N-F-P Application	275.00
	New P.O. Box (Ken)	108.00
Total Expenditures		1,750.92
Cash balance on July 5, 2024		\$13,664.81
<i>Wells Fargo Acct # 0992 balance on July 5, 2024: 13,664.81</i>		

AGREEMENT FOR MARKETING SERVICES PROVIDED BY TWOFOLD MARKETING, LLC

This Agreement is between Georgia Polygraph Association (Client) and Twofold Marketing (Twofold), a Georgia LLC located at 110 W. Montgomery St. Villa Rica, GA 30180, whereby Twofold will provide Client marketing services and/or website development services beginning September 1, 2024 in return for a non-refundable one-time fee of One-thousand Two-hundred dollars (\$1,200.00) for website development, plus any expenses, side projects, requests outside the scope of the contract (pending approval by Twofold Marketing, LLC). The complete payment is due upon signing of this agreement.

This Agreement Provides:

Twofold Marketing will design and build a Personalized, SSL Mobile-friendly website on the URL of <https://georgiapolygraph.org/>. The rebuild will include the existing pages currently on the website (Home, Officers, Membership, Directory, News, Events, Memorial, Bylaws and Links) and will include the existing content. The deadline for completion is no later than December 31, 2024. Twofold’s websites are structured for future growth and scalability. All our sites are built on WordPress and are connected to Google Analytics and Google Tag Manager. Custom contact forms are built into the site. The customer fully owns all content, images, graphics, and code of website.

Expenses: Expenses normally include printing, postage charges (which may include overnight shipping), photocopies, and travel expenses incurred on behalf of Client and approved by Client. Client will reimburse Twofold for expenses incurred on Client’s behalf within ten (10) days of receipt of invoice.

Best Efforts: While Twofold has successfully generated regional exposure for a variety of clients, it makes no specific claims or guarantees concerning either the amount or quality of business that it expects to generate from its best efforts to promote Client’s business affairs, services, community image, etc....

Discounted Pricing for Non-Profit Organization: Twofold agrees to provide the services outlined in this contract to the Georgia Polygraph Association at a discounted rate of \$4300.00 discount of the base price for web design of \$5500.00. This discounted rate is granted solely because the Georgia Polygraph Association qualifies as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. The parties acknowledge and agree that this discounted pricing is contingent upon the Georgia Polygraph Association maintaining its tax-exempt status for the duration of this contract.

Hold Harmless and Cancellation: If Client misrepresents and/or submits inaccurate information, or fails to review any new or rewritten content (including written content, video content, or image content) on Client’s website or social media accounts, Client shall indemnify and hold harmless Twofold from and against any and all claims, liabilities or damage arising from the preparation, presentation or issuance of any public relations, marketing, or promotional material (news releases, etc.) in connection with the services covered by this Agreement, including the cost of litigation and counsel.

Payment Policy: All amounts due to Twofold shall be paid within the ten (10) days after billing. Any account not paid in full shall be subject to a one-and one-half percent (1.5%) service charge on the past-due-date balance of each month until the balance due is paid in full. This amounts to eighteen percent (18%) annually on the unpaid balance. If the maximum Annual Service Charge allowed by State law is less than eighteen percent (18%), the maximum interest rate allowed by State law shall apply. Should the Client’s account be turned over for collection to an attorney or collection agency, Client agrees to pay all court costs and reasonable attorney fees of Twofold, if Twofold prevails.

That these terms are acceptable to all parties is evident by their signatures below.

James D. Hayes on behalf of GPA

Signature

President

Title

Georgia Polygraph Association
Company

05 / 16 / 2024

Date

Heidi Aycock on behalf of Twofold Marketing

Signature

CEO

Title

Twofold Marketing, LLC





Company

05 / 16 / 2024

Date

Title	Marketing Agreement from Twofold Marketing
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