IFTA – ASG Transition Schedule

ASG is Challenge Driven – Success Focused

Client transition into ASG management is typically a 30-60 day process; however, the transition time table below has been developed to meet IFTA's requirements.

The transition schedule below assumes ASG will be notified of the IFTA contract award on or before November 24, 2017. The proposed 38-day timeline to accomplish a successful and efficient transition is based on ASG's current knowledge of IFTA's operations but can be adjusted as needed.

The working document for this timeline is a **'Transition Checklist'** (pages 5-9) developed by ASG over many years of transitioning clients. This five-page document has over 100 items which will be addressed during the transition.

In order to facilitate a successful and efficient transition, ASG has had communications with AMR regarding the current membership database (Abila NetForum Pro), the IFTA website technology and the financial software (Peachtree/Sage). Based on the AMR conversations and ASG's experience in client transitions we anticipate no difficulties in meeting the new management transition goal of January 2, 2018.

The AMS – NetForum Pro. Currently AMR has a number of clients on the NetForum Pro software system, and while IFTA "owns" their individual user licenses they are receiving some cost efficiencies due to the discount received by AMR. ASG will transition the NetForum Pro software while keeping the appropriate number of user licenses, etc for the immediate future. However, long-term ASG would recommend IFTA evaluate their AMS costs as compared to similar systems that may be more economical. Steps to transition the AMS are outlined in the schedule below.

The IFTA Website. Currently AMR hosts their client websites, including the IFTA website, on a private hosting server. Detailed discussions had been initiated with AMR on the transition of the IFTA website to a new hosting provider. This process will begin immediately and will include establishing a new account with a hosting provider, securing the licenses for the website modules currently provided by AMR, transitioning the website to the new hosting provider, testing the website, and finally, activating DNS from the AMR hosting server to the new hosting provider.

IFTA Accounting Software. The financial software IFTA is using is Peachtree/Sage. All ASG clients are on Quick Books Enterprise. ASG recently transitioned another client that used Sage and there were no problems in making the change over. Appropriate cut off dates are established, and account close out is coordinated between ASG and the banks, etc. IFTA already has very good Accounting SOPs in place which will make this transition even more efficient.

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Week of November 27, 2017:

1. Appointment of Transition Committee including representatives of the IFTA Board (normally the President and/or Treasurer), AMR staff (the point person(s) to coordinate for the transition) and ASG staff (Charles Hall, Gene Ballard and other appropriate ASG staff members as needed).

   The ASG **Transition Checklist** (pages 5-9) identifies all tasks that must be completed during the transition – such as notification of the Secretary of State's office, insurance policies notification, vendor contract notification, software admin access, phone lines, internal account codes, etc.

2. The first Transition Committee meeting (conference call) is normally 1-1.5 hours in length to review the **Transition Checklist**. As checklist section items are reviewed (listed below), the Transition Committee identifies the *staff assigned, target date completion and comments.*

   - Administrative
   - Communications
   - Financials/Accounting
   - Meetings/Conferences
   - Membership Coordination
   - Insurance
   - Vendor Contracts
   - Association Inventories

3. A top priority in the transition is to establish financial accounts and banking institutions. Per our discussion with AMR, the accounting policies for client compliance with GAAP and AMCI accreditation standards are in place. *Immediately upon the approval of ASG as the management firm, the following is needed:*

   - Board resolution to open checking account in LaGrange, GA.
   - Review IFTA's Accounting Standard Operating Procedures.
   - Initiate work to open the account(s), insure documents are in place – and new signatory cards are signed and filed with the bank.

4. Development of communications to notify members and vendors, etc. of new management firm. Review/approval by Transition Committee members. Distribution of communication.

5. Contact Abila regarding the IFTA NetForum Pro database and notify them of the need to transfer from AMR to an ASG/IFTA contract. Contacts for billing, user licenses, etc. will need to be changed from AMR to the appropriate IFTA team members at ASG.

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6. Establish an account with the new website hosting provider. We are recommending using Managed.com as the new hosting provider. They are experienced in the DNN website platform, and will be able to provide the services needed to transition the website from AMR hosting to the new hosting account.

    Establish/transition accounts for the website modules, FlowPaper and EasyDNNnews - both are used on the IFTA website. FlowerPaper is currently an IFTA license, and only the billing/contact information will need to be changed. The IFTA website utilizes the EasyDNNnews module through an AMR enterprise license – a new license account will be established.

Week of December 4, 2017.

1. Second meeting of Transition Committee to follow up on questions, resolve completion dates, etc. Following each Transition Committee call, the checklist is updated and provided to the Transition Team to keep everyone updated on the progress.

2. Further development of any needed follow up messages to industry, members, special organizations, researchers, vendors, etc. of new management firm.

3. Determine what/when physical items are moved to LaGrange.

4. Once the IFTA NetForum Pro database has been fully transitioned from AMR, we will begin training staff on the database. The Netforum Pro database is a cloud based web software service that is connected to the website through single sign-on, so while we will not have to transition the hosting of the actual NetForum Pro database we do recommend pausing any updates or additions to database records until the website has been fully transitioned to the new host.

5. Officially pause making any updates or additions to the IFTA website. Once the website has been fully transitioned to the new hosting provider and the DNS hosting information is officially pointing to the Manage.com hosting account, updates can resume (approx. 3 weeks). The current website will remain operational for information only during this time.

    Request website file back-up from AMR – it should take about 1 day for AMR to create back-up. Once file back-up is received, ASG will provide the necessary back-up files and information to the Managed.com on-boarding team to establish the site on the hosting servers.

Week of December 11, 2017.

1. Transition Committee conference call to discuss updates, any questions or concerns that may surface, etc. Continue work on the transition.

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2. Target week to ensure all membership data access is complete, banking accounts have been opened, etc.

3. Begin website testing and work with Managed.com to ensure all modules are working correctly, all information has been transferred over and that the single-sign on module is communicating with the NetForum Pro database.

Week of December 18, 2017.

1. Ensure all systems are operating correctly.

2. ASG will review accounting methods, coding, and financial management (shadow of SAGE) for month of December beginning as soon as possible but no later than December 18, 2017. Initial transfer of funds will be made as soon as the financial accounts are officially established.

3. Continue Website and AMS testing and training.

Week of December 26, 2017.

1. Transition Committee Conference call for any wrap-up details, clarifications, questions, etc.

2. Officially redirect the website hosting from the AMR server to the Managed.com hosting service. Website and AMS updates and additions can resume at this time.

January 2, 2018 – ASG assumes management responsibilities of IFTA.

Transition Checklist

For: <u>Sample Transition Checklist</u>

Date:_____

____= To be addressed by 'date'   **IP** = IN PROCESS   ████ = needs attention   ████ = DONE

ADMINISTRATION/GENERAL			
Item/Action	**Responsible Person(s)**	**Effective Date/Deadline**	**Comments**
Receipt of following items:			
Financial records and systems			
Tax returns and other tax documents			
Membership records and systems			
Inventory of property and supplies			
Minutes book			
Bylaws and incorporation papers			
Current procedures			
Long-range/strategic plan			
Notify state's Secretary of State of change			
File for foreign corp. approval, if needed			
Change/arrange registered agent if needed			
Arrange for insurance coverage/policies			
Establish custody of corporate seal			
Call/mail forwarding from prior management			
Initiate time tracking codes			
Initiate copier, phone, fax, mailroom codes			

COMMUNICATIONS			
Item/Action	**Responsible Person(s)**	**Effective Date/Deadline**	**Comments**
Obtain copy pending for newsletters/periodicals			
Obtain copy pending for brochures			
Obtain copy/database for pending directory			
Obtain press/media kit			
Determine common. deadlines and schedules			
Arrange transfer of web site/access codes			
Obtain rate cards/rates for all advertising			
Obtain current advertising contracts			
Obtain hard copy/files of logos, etc.			
Determine PMS colors for logos			
Arrange for printing of stationery, labels, etc.			

	Responsible Person(s)	Effective Date/Deadline	Comments
Arrange transfer of social media account codes and management platforms:			
Facebook			
Twitter			
Flickr			
Hoot Suite			
Others			
Arrange transfer of online/cloud-based storage/communication platforms' account codes:			
Dropbox			
Google Documents			
Others			

FINANCE/ACCOUNTING			
Item/Action	**Responsible Person(s)**	**Effective Date/Deadline**	**Comments**
Facilitate independent audit prior to transition			
Obtain the following:			
Invoices (paid and payable)			
Bank statements			
List of liabilities			
Federal ID number(s)			
Tax exemption determination letter			
Aged accounts receivable list			
Prior audited financial reports			
Prior tax returns			
Franchise tax returns			
Vendor list			
Arrange for board corporate banking resolution(s)			
Establish bank account(s) and signature cards			
Determine direct pay from checking/cancel			
Establish/Cancel/transfer merchant account(s)			
Close existing accounts/forwarding address			

MEETINGS			
Item/Action	**Responsible Person(s)**	**Effective Date/Deadline**	**Comments**
Determine status of the following:			
Current/pending hotel & venue contracts			
Current/pending airline contracts			
Current/pending rental car contracts			
Current/pending AV contracts			
Current/pending other contracts			
Obtain the following:			
Speaker/program files			
Abstracts			
Exhibitor prospectus			
Exhibitor contracts			
Special event information			
Status report of plans in progress			
List of volunteers/roles in meetings/events			
List of exhibitors/sponsors and agreements			
List of upcoming deadlines			

MEMBERSHIP SERVICES			
Item/Action	**Responsible Person(s)**	**Effective Date/Deadline**	**Comments**
Obtain the following:			
Membership list (electronic/hard copy)			
Prospect list (electronic/hard copy)			
Board of directors list			
Committee lists			
Media/press lists			
Membership application			
Membership renewal letter			
Membership drop letter			
Membership welcome packet			
Membership processing procedures			
Membership prospect kit			

INSURANCE ISSUES			
Item/Action	Responsible Person(s)	Effective Date/Deadline	Comments
Determine existence/need for:			
Convention cancellation policy			
Directors and officers liability policy			
General liability policy			
Workers' compensation			
Dishonesty/fidelity bond			
Other insurance			
Notify carriers/agents of new address/mgmt			

VENDOR CONTRACTS			
Item/Action	Responsible Person(s)	Effective Date/Deadline	Comments
Determine status/need for contracts for:			
Accountant			
Attorney			
Internet service provider/Web Host			
Netforum Pro			
FlowPaper & EasyDNNnews			
Lobbyist			
Printer(s)			
Surveys			
Others			

INVENTORIES			
Item/Action	Responsible Person(s)	Effective Date/Deadline	Comments
Determine status of:			
Audio/video tapes & CD-ROMs			
Membership certificates/cards			
Publications			
Newsletters			
Directories			
Other items			
Determine contents of off-site storage			

OTHER TRANSITION ACTIVITIES			
Item/Action	**Responsible Person(s)**	**Effective Date/Deadline**	**Comments**
Assets--dispose of or relocate			
Change of address notice for:			
Allied organizations			
Members			
Media			
Banks			
Post office			
Vendors			
Other contacts			
Educate staff about assn./FAQs/phone answering/etc.			
Examine industry meetings calendar for conflicts			
Review investment strategies with leaders			
Update web site with new address/phone/contacts			
Order new phone lines, if required			
Building directory listing			
Review each item on this checklist to determine need for further action			