

ILLINOIS PROPANE GAS ASSOCIATION AFFILIATION AGREEMENT

January 1, 2021 – December 31, 2021

The Illinois Propane Gas Association (IPGA) proposes to the Illinois Propane Education and Research Council (Council) to provide administrative services for the Council for the calendar year 2018 as follows:

IPGA staff will:

- Maintain general ledger
- Maintain banking processes
- Provide monthly bank and financial reports to Treasurer of Council no later than the 15th day of each month
- Process all receipts and payables of the Council as directed by the Treasurer of the Council
- Communications to the Council, including mailings and postage
- Provide assistance to anyone with questions regarding IPERC
- Communicate to the Illinois Propane Marketers the projects that are available
- Arrangement facilities for meetings of the council, or committees of the council as needed
- Provide minute taker and send completed draft minutes to Secretary of Council within 15 days of meeting, for approval
- Administrate, process and maintain reports for refund requests received
- Administrate the collection of and maintain reports for the assessments received
- Maintain reports for all projects that IPERC has granted; gathering required expense information and presenting said reports at each quarterly meeting
- IPGA Staff will work with those directed so by the council such as its bank, auditor, legal counsel, project recipients, organizational affiliates and government agents
- Maintain records so as to provide the history of IPERC as directed by Council
- Provide a liaison to attend NPGA & PERC meetings as deemed necessary by the ILPERC executive board.

The IPGA will report to the IPERC Chair and / or others as directed by the Council, on all affairs outlined in this agreement. IPGA will oversee all project activity approved by the Council and fund expenditures granted by the Council. IPGA will coordinate with the Council concerning the Council budget and bylaws. IPGA will report all activity by accounting firms engaged by the Council.

For these services, IPGA will require payment from the council in the amount of \$67,000 payable in quarterly installments, at the end of each calendar quarter.

All expenses related to each meeting of the council, or a committee of the council, will be paid directly by council funds.

This Agreement may be terminated by either party. The terminating party shall provide written notice of its intention to terminate this Agreement at least 90 days prior to the termination date.

IPERC Representative

IPGA Representative

Date

Date