

## **Area 8 Finance Committee Meeting Minutes July 10, 2023 @ 6:30pm – 8:00pm (PT)**

**Location: Zoom! Meeting ID: 962 6898 7584 Passcode: 964243**

John opened the meeting with the Declaration of Unity at 6:30pm.

Introductions/In attendance were John. M (Alt. Finance Chair), Rob R. (Acting Treasurer), Link S. (Member), Paul K. (IT Chair) and Adrian O. (Area Chair).

June 2023 Minutes were approved, as amended.

### **Financial Report**

Rob presented the June Treasurer's Report. Total cash on \$26,091.81. Contributions are trending down, though the Spanish groups are very active in contributing. John noted that while contributions are down it also looks like expenses are down. Rob gave the bank reconciliation and profit and loss spreadsheet. Rob is going to reformat the PNL statement to make it easier to read.

Lynn submitted her resignation from the Treasurer position. Per the Structures & Guidelines, Rob has assumed the role of Acting Treasurer. Rob expressed his gratitude for Lynn at the meeting and included thoughts in the June Treasurer's report.

Rob is communicating with others for guidance and to ensure there is oversight until a new treasurer is elected. A few corrections need to be made to the June report. Rob will make those corrections and sent the corrected report to Finance Committee members before the August meeting.

### **Old Business**

Updates on District-13 IRS issues: Nothing back from Parker, yet. Website Update with Karen: No update.

### **New Business**

Old Paper Documents: Rob would like to discuss old files which go all the way back to 2009. Paul went to the Archives Committee meeting and became aware of an old computer in the archives room that they were not certain if it belonged to central office or the archives committee. Paul asked if we could review records to make this determination.

2024 Budget Requests: We have all the requests needed to go forward. However, the requested amounts are way over what can be approved based on the current income. A special meeting to review requests and prepare the proposed 2024 budget has been scheduled for **Saturday, July 22, 2023 at 10:30 AM (Pacific Time)**.

**Zoom Meeting ID: 962 6898 7584 Passcode: 964243**

Newsletter and Website: We don't do a good job letting the groups and districts know that we have received and appreciate their contributions. The Structure & Guidelines state that we are supposed to provide receipts and we will look at doing this electronically, but we need to get email addresses from those making contributions. John shared that for 40 contributions he might have 3 or 4 email addresses. We keep asking, but we are not getting the addresses. The consensus seems to be that we should send out paper receipts if we don't have emails. Rob is also going to make contributions known to the DCMs at the Area Committee Meetings. Should we add a disclaimer in the Finance webpage that states contributions are NOT tax exempt? Approved! John will ask the webservant to include such a statement as is included in the Structure & Guidelines. Inventory – (will help with subscription expirations): An inventory of both tangible assets and subscriptions was begun by Cheryl and updated by Adrian. Paul has the most updated inventory because he had in his possession the computers, and so forth, which was not in storage. Additional work will be done on the list. Fillable .pdfs or 'Forms' that automatically uploads (smartsheets?): Tabled. Retention of paper records: Tabled. Get a list of the official names of meetings from the registrar: Adrian will contact Angelina on this. Create a Google drive: Approved! Rob will explore ways to share the existing drive. Filling the Treasurer Position: No candidates immediately forthcoming from those at this Finance Committee meeting. Newsletter Funding: Bill S., newsletter chair, has made known that his committee has received funds for newsletter subscriptions. We discussed how to handle this and agreed to ask Bill to join a future meeting to present.

The meeting was ended at 7:45pm with the Declaration of Responsibility.

**Next Finance Committee Meeting will be August 14, 2023, at 6:30pm - 8:00pm on Zoom. Meeting ID: 962 6898 7584 PWD: 964243**