

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

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

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

Introductions/In attendance were Teressa (Finance Committee Chair), John. M (Alt. Finance Chair), Lynn E. (Treasurer), Rob R. (Alt. Treasurer), Link S. (Member), and Kathy L. (Member), Paul K. (IT Chair), Heidi (Archives Chair)

April 2023 Minutes were approved.

### **Financial Reports**

Lynn and Rob shared the April 2023 Financial Report which included: Treasurer's April Report; Rob and Teressa will review new account balance on QuickBooks and make a one-time adjustment to balance from discrepancy several years old; Budget workshop went okay; 2022 taxes on track; 2023 contributions trends were discussed; Rob submitted a newsletter article on Area finances – check it out online at <https://www.area8aa.org/sdiaa/area-information/newsletters/> Rob reviewed the April bank statement and other financial reports, including the PNL statement. Our current cash on hand is \$22,640.77.

Structure and Guidelines update – the Finance committee will consider the financial impacts of area actions and motions and can make recommendations on motions. There have been assumptions made at the ACM on our Area finances without consulting with the Finance Committee. Rob mentioned that we should speak with one voice as to the recommendation of the Finance Committee. Lynn mentioned that members might be able to share their view as a member and let it be known that their view is not the view of the Finance Committee.

### **Old Business**

District-13 IRS issues. Parker has received various advice on how to proceed, but still does not have a clear path on how to proceed. Parker is still waiting on a reply from the IRS on his last request that the IRS waive all penalties. This item will remain in Old Business and will be reviewed again next month.

### **New Business**

Heidi, Archives Committee Chair, presented that her committee was under-budgeted last year and requested \$882 additional to renew the annual contract for a storage unit of the Area 8 Archives Committee. Heidi suggested that we look at all storage across committees and see how we might combine storage for all the committees. Does Archives need climate-controlled storage? This is a question for the Archives Committee. Discussion ensued. Motion to recommend \$882 addition to the Archives budget, but also to consider consolidating storage units, was seconded and approved.

John will be temporarily taking over some duties from Teressa until September. John will chair the monthly Finance Committee and work with Lynn and Rob on treasurer's items and budgets. Teressa will continue to attend ACM's and liaison to the Finance Committee through John.

Work on designing a single Finances webpage which will include both the Treasurer and Finance webpages is just getting started. Lynn stressed the importance of having the sites up during the budget process to ensure access to committee chairs. This may require any redesign to be put on hold for the time being. We will consider adding PDF-fillable forms. Should we add a disclaimer in the Finance webpage that states contributions to the Area are NOT tax exempt? – Rob's suggestion. We discussed how best we can communicate with groups regarding contributions to the Area. Do we want to use Google Drive for online records storage? Does this require an added expense to Google? To what extent will paper records be maintained? Some of these issues can be discussed much later in the year.

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

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

Link will work with Karen, the webservant, on this work and report on any progress at the June Finance Committee meeting.

Budget requests: Finance Committee 2024 Budget request was reviewed. Area Chair's 2024 Budget request was reviewed. IT Committee 2024 Budget request reviewed. Paul (IT Chair) will work with Adrian to identify and inventory software subscription needs to be added to the IT 2024 budget request. All other 2024 Budget requests will be reviewed at the June Finance Committee meeting.

Link will work to get a list of the official names of meetings from the registrar and share this information at the June Finance Committee meeting.

The meeting was ended at 8:00pm with the Declaration of Responsibility.

**Next Finance Committee Meeting will be June 12, 2023, at 6:30pm - 8:00pm on Zoom  
Meeting ID: 962 6898 7584 PWD: 964243**