

Area 8 Finance Committee Meeting Minutes November 13, 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 6:34pm.

Introductions/In attendance were Link S. (Finance Chair), John M. (Vice Chair), Rob R. (Area Treasurer), Adrian O. (Area Chair) and Shawn T. (ACYPAA).

October 2023 Minutes were approved.

The Finance Committee reviewed 1) the monthly Finance Reports including deposits and disbursements from all bank accounts, 2) the Treasurer's monthly reconciliation between QuickBooks, bank/Venmo statements, and the monthly financial reports; 3) verified the check-register (to review the numbering sequence), 4) reviewed any uncashed checks and recommended action, as necessary; 5) verified two signatures on all checks above the set limit, if any; and 6) reviewed all electronic payments made during the previous month.

Financial Report – Rob R. reported that total contributions for October were \$4,374.52. Total budgeted expenses were \$590.99, and unbudgeted expenses were \$520.43 for total expenses of \$1,111.42, resulting in a monthly surplus of \$3,263.10.

Contributions YTD are \$44,479.44. Total YTD budgeted expenses are \$28,501.04.

Of the \$2,417.79 in approved unbudgeted expenses, \$1471.57 has been spent, leaving a balance of \$946.22 for the monthly tally.

Treasurer now preparing for the 2025 Budget.

Venmo payments, now have an email from the approve, in lieu of a 2nd signature.

Old Business –

- a) Website: Rob asked Area 8 Webservant to post information online for 2023, including group contributions tally.
- b) 501c4 to 501c3 conversion: Deferred. Requires Long Form and \$600 fee, to enable the change (and for contributions to Area 8 to be tax deductible). Some organizations require a 501(c)(4) structure.
- c) No update on District 13's issue with the IRS.
- d) Property Insurance: Do we need to increase our coverage levels? John is working on gathering information to help answer this question. Our insurance renews in early January 2024.
- e) Shared drive: in progress.
- f) Records: Link received box of old records from outgoing Finance Chair, and will move to digitize them. Finance Committee to determine the retention duration.

New Business –

- a) ACPYAA-Trustees Workshop: YCPAA to host. Districts 16, 19 & 21 to fund. Will invite Central office. Working title: "AA Literature & Potential Changes: What to do with the founders words". Workshop Part 1, discuss previous changes. Part 2, TBD. Part 3, proposed changes in progress. Will be done at the Wyndham San Diego, Less than 1200 people. Budget, not-to-exceed \$3000. Now \$600-\$1000 short. Will solicit District and ACM, requesting \$450. District 8 suggested.
- b) Budget Assembly: tomorrow, 11-14-23.
- c) New membership: 2 more expected but not in meeting of November 13th.
- d) Finance Committee & Treasure to get together before next meeting.
- e) Group & Treasurer info workshop expected Q1 '24. Review the past work. Also, produce a timeline for the 2025 Budget. Do presentation at the Orientation Assembly?

The meeting was ended at 7:29pm with the Declaration of Responsibility.

Next Finance Committee Meeting will be December 11, 2023, at 6:30pm – 8:00pm on Zoom. Meeting ID: 962 6898 7584 PWD: 964243