

**Area 8 Finance Committee Meeting Minutes February 12, 2024 @ 6:30pm - 8:00pm (PT) -
Location: Zoom! Meeting ID: 962 6898 7584 Passcode: 964243**

The meeting was opened with the Declaration of Unity at 6:35pm.

Introductions/In attendance were Link S. (Finance Chair), Rob R. (Area Treasurer), Carrie Elwin (Area Chair), Riley C. (Finance Member/GSR), Jeff S. (Finance Member/GSR), John M (Finance Vice Chair) and Rob W (Finance Member/GSR). Miranda, Brayana, Gani & Ken G were absent.

January 2024 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 January were \$6,793.55. Total budgeted expenses were \$5,186.56 and unbudgeted expenses were \$0 for total expenses of \$5,186.55, resulting in a monthly gain of \$1,606.99. Cash on hand is \$25,002.58, which does not include our \$5,000 prudent reserve.

Contributions YTD are \$6,793.55. Total YTD budgeted expenses are \$5,186.56, or 9% of the total \$57,558.68 budget. There were no unbudgeted expenses in January. The General Service Office contribution of \$12,341.23 was sent.

Old Business –

- a) Finance/Treasurer's pages on Area Website: 2022 and 2023 Finance Committee meeting minutes are now posted to the Area website.
- b) 2025 Budget Timeline Review (to be presented to 2/15/24 ACM) by Rob R.
- c) Workshops – 3/9/24 Budget Workshop: Link will post to the Area online calendar.
- d) Link is looking for volunteers to help with Treasurer Workshops for meetings/districts.
- e) IRS District Tax Concerns – District 13 Update: None.

New Business –

- a) Review of January Assembly Motions & Updated S&Gs. Shawn T. elected Alternate Treasurer. Adrian O added as signatory to bank account. Rob/Treasurer, available to discuss \$7600 Unreimbursed Expense request for PRAAS participation. Mileage reimbursement rate increased from \$0.35 to match current IRS rate.
- b) What is an ACM? Link described what goes on at an Area Committee Meeting.
- c) DCM & Committee Chair Training – February 24, 2024.
- d) Pre-Conference Assembly – April 6, 2024.
- e) Other: 1) Policy Committee members resigned, only Natalie remains. 2) Shawn T. requested information on 501(c)4 conversion from 501(c)3. 3) Planning on Treasurers workshop in May.
- f) Announcements: None.

The meeting ended at 7:28 pm with the Declaration of Responsibility.

Next Finance Committee Meeting will be March 11, 2024, at 6:30pm – 8:00pm on Zoom. Meeting ID: 962 6898 7584 PWD: 964243