

Area 8 Finance Committee Meeting Minutes May 13, 2024 @ 6:30pm - 8:00pm (PT) -

Location: Zoom! Meeting ID: 833 6765 7513 Passcode: 856316

The meeting was moved to a different Zoom Meeting ID and Password as we were locked out of the regular Zoom account. Updated information on attending tonight's meeting was emailed to all Finance Committee members and to regular attendees. To avoid future problems the June Finance Committee meeting, and future meetings, will be held at the new Zoom Meeting ID: 833 6765 7513, and Passcode: 856316. This information has been sent to the Area 8 webmaster for inclusion on the Area 8 committee meetings webpage.

The meeting was opened with the Declaration of Unity at 6:45pm.

Introductions/In attendance were Link S. (Finance Chair), Rob R. (Area Treasurer), Carrie E (Area 8 Chair), Cindy B (Finance Member/GSR), John M (Finance Vice Chair), and Rob W (Finance Member/GSR).

Absent were Shawn T. (Alt. Area Treasurer), Riley C. (Finance Member/GSR), Jeff S. (Finance Member/GSR), and Ken G (Finance Member). Ken G. informed Link that he would be unable to attend. Brayana has never attended a Finance Committee meeting and will be removed from the roster of Finance Committee Members.

April 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. announced he'll be resigning as Area Treasurer after the May Post-Conference Assembly. He reported that total contributions for April were \$4,802.48. Total budgeted expenses were \$5,297.78. Unbudgeted expenses totaled \$2,194.96, all of which were related to PRAASA and approved at the April Assembly. The result was a net loss for the month of -\$2,690.26. Total cash on hand is \$23,131.69, which does include our \$5,000 prudent reserve.

2025 budgets requests continue to come in. So far we have request from 7 of 12 committees, and 2 of 6 officers. The following committee budget requests are still needed: Accessibilities, Grapevine/LaVina, Literature, Translation, Young Peoples. Officer budgets needed are: Delegate, Secretary, Registrar, and Finance. After budget requests are received they are entered into a Google Sheet which compares approved budgets for 2023 and 2024 with the new budget request. These are then reviewed by the Area Treasurer and the Finance Committee. Where there are concerns the Officers and Committee Chairs will be notified and invited to present at a future Finance Committee meeting, or otherwise respond. The 2025 budget will be finalized and presented at the September and November Assemblies. Tonight will be Rob R.'s last meeting as Area Treasurer. However, Rob was invited to return as a voting member of the Finance Committee for as long as he can do so. Shawn T. is expected to take over as Area Treasurer after the next Area Assembly set for May 18, 2024.

Old Business –

- a) Officers & Committee Chair 2025 Budget Request Presentations - Archives, Armed Services, IT, Newsletter and Alt Delegate Budget Requests were reviewed.
- b) GSO Info on Setting up Bank Accounts – No new information.
- c) Ad Hoc Committee Assignments – Requirements for Unincorporated Associations to Open Checking Account, Process for changing group treasurers (Link, Ken, John, Rob W.- Select 2 banks each) – John shared some thoughts on this and that it was often easier to open new accounts at credit unions than at banks.
- d) Group/District Treasurers Workshops – Link is not prepared to host live workshops this year. There is a lot of information to share, but it is still being gathered and verified for accuracy. It is expected that a recorded session will be developed, at some time, and made available to groups and district treasurers at some time over the next few months.

New Business – None.

The meeting ended at 7:30 pm with the Declaration of Responsibility.

Next Finance Committee Meeting will be June 10, 2024, at 6:30pm – 7:30pm