2019-2020 BSMA Finance Committee
Sunday, March 8th, 2020
2:30 p.m. PDT, 5:30 p.m. EDT

MINUTES

Attendees:  Anne Parker, Committee Member – present
           Brenda Ternullo, Committee Member – present
           Carla Brodacki, National President – excused
           Christine McCracken, Committee Member - present
           Diana Evans Vance, National Treasure – present
           Genevieve Schindler, National Financial Secretary – present
           Julie Straw – Finance Committee Chairwoman – present

Meeting called to order at 5:53 p.m.

I. Pledge of Allegiance

II. Approval of prior minutes (February) – Motion made & seconded; motion carried.

III. Review of financial statements
   a. A number of questions/corrections/explanations on Budget vs. Actuals: 2019-2020 Budget – FY20 P&L
   b. Motion made to forward corrected February’s financials to the NEB & seconded; motion carried

IV. CFC application – submitted 01/31/2020 – Brenda reported it is still pending

V. Convention update – none given

VI. Online Store
   a. Update on stocking and inventory – purchased S&H supplies for packing; purchased additional envelopes that go with the Notecards
   b. Refund overcharge of shipping – developing an improved method for shipping charges. There have been a few S&H overcharges; in these cases, S&H charges were adjusted, refunds made for the overages and notifications sent to the purchasers about the action.
   c. New item suggestions – Discontinue cling and convention shirt promo as of next newsletter. Bundle dad’s hat and shirt? Dad’s shirt and water bottle?

VII. Purchasing requests
   a. VAVS lanyard order request for approval - $256 for qty. 200 (including S & H plus setup) – Motion made & seconded; motion carried.
   b. Banner for Convention request for approval – not to exceed $100 – Motion made & seconded; motion carried
   c. New laptop/Windows 10 for Recording Secretary to replace failing laptop – Laptop $245.34, Office $39, plus S&H - Monies for this purchase will come out of the President’s Travel Budget - Motion made & seconded; motion carried.
   d. New carrying bag for flags & banners (via DC Rep) – purchase of two bags/shipped directly to DC Rep – Motion made & seconded; motion carried

VIII. Website – General update
   a. Current website progressing well and working out any “bugs”
   b. NEB directed that Wild Apricot account should be cancelled
c. RFP report deferred until President available

IX. Committee working on State filing requirements – update
   a. Whoever is given read/write access can make changes
   b. Can assign read only privileges
   c. Website that provides links to each of the states’ filings can be made available
   d. Will do a blurb in upcoming newsletter regarding filing requirements

X. Suggestions for changes to Financial policies to include in Draft or have as break-out session or general session
   a. Accounting for additional bank accounts/assets in financial portion of compliance
   b. Send in entire bank statement even if there’s a blank sheet included
   c. Checking post office boxes regularly; PO Box forwarding procedure; need for EIN updating immediately and submitting to BSM when addresses change as well as updating profile
   d. Reformat financial policies with a table of contents

XI. Other new business
   a. Diana to issue checks for $562 to Resurrecting Lives, Big Dipper and Fisher House; send to Financial Secretary for signature who will forward to Recording Secretary to enclose with letters
   b. Due to Chapter/Department check process has begun

XII. Motion to adjourn; seconded; carried.

Next meeting (tentative): Saturday, April 4th, 2020, 5:00 p.m. PDT, 7:00 p.m. EDT