

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