

2019-2020 BSMA Finance Committee

Saturday, May 9th, 2020
5:00 p.m. PDT, 8:00 p.m. EDT

MINUTES

Attendees: Anne Parker, Committee Member
Brenda Termullo, Committee Member
Carla Brodacki, National President
Christine McCracken, Committee Member
Diana Evans Vance, National Treasurer
Genevieve Schindler, National Financial Secretary
Julie Straw, Finance Committee Chairwoman

Meeting began at 5:05 p.m.

- I. Approval of April Financial Committee minutes
 - a. Re-label "Agenda" to "Minutes"
 - b. Motion to accept the minutes for the April Finance Committee Meeting passed with correction to heading
- II. Review of financial statements – submitted to committee prior to meeting
 - a. Discussion of subcategories in Quick Books under Expenses versus Income
 - b. Discussion of journaling entries for reissued checks for uncashed check in last fiscal year
 - c. Discussion of Big Dipper donation and membership monies passing through BSM accounts
 - d. Motion to forward both March and April corrected financial documents to the NEB passed
- III. CFC application – still pending
- IV. Convention – Carla Brodacki
 - a. Contact has been made with donors for 2020 Convention; all have agreed to remain in place for 2021 as long as the Convention is in New Orleans
 - b. Contact has been made with the Convention hotel; contract will remain in force for 2021 with no penalties if Convention is held there; room rates will increase slightly
 - c. Diana – Southwest flights for NEB and appointees have been cancelled; full refund anticipated; one refund debit has already appeared in our account. Three flights (2 AA and 1 Delta) yet to cancel.
 - d. All 2020 Convention monies paid by members needs to be refunded in full.
- V. Online Store
 - a. April promotion – Convention Vee & Metallic Patch for \$25 and S&H
 - b. May promotion – Dad's Polo & Hat for \$30 and S&H – Webmaster to create a bundle on the site for this
 - c. Orders through online store are very slow – one a week
 - i. Do a special flyer for Father's Day promotion and send to the membership
 - ii. Do article for next newsletter
 - iii. Push online store specials and items to Facebook

- d. Discussion of Convention tee inventory – out of Ls, only one XL left – post out of stock as occur, but hold on reordering items at this moment
- VI. Treasurer Report
 - a. Flag Bags and Gloves – Gloves ordered and in. Teresa Sumners is still looking for the right size flag bags.
 - b. KY8 membership funds for this fiscal year sent to OH64 to follow member
 - c. Balance \$4,068.76 from KY8 closing is available to go to Fort Thomas – Cincinnati VA Medical Center – check to be issued this upcoming week
 - d. Memorial Day hotel and wreath has been cancelled; Memorial Day donation to WIMSA has been issued
 - e. Work on uncashed checks continues
 - f. Quarterly due to chapter/department checks in the mail to chapters/departments
- VII. Website
 - a. New website through Member Clicks seems to be doing the job well
 - b. Request made for a change to the front side of membership profiles – phone numbers are in red and hard for some to read; Webmaster will investigate
- VIII. Committee working on State filing requirements – Christine McCracken
 - a. Work is continuing
 - b. A Word Doc version, rather than a spreadsheet, format was provided and discussed and received positively
- IX. Proposed changes to Financial policies for FYE 08/31/2021
 - a. Continue work
- X. Proposed Budget for FYE 08/31/2021
 - a. Continue to use the 2019-2020 budget for 2020-2021
- XI. Other new business
 - a. Discussion of online meeting provider
 - i. NT to investigate services offered through TechSoup
 - ii. Consider using GoogleMeet for smaller meetings
 - b. Discussion of using ShopThrifty for shipping
 - i. NT reported that it was not cost effective for the everyday Online Store operations
 - ii. NT to investigate establishing an account for larger shipping needs such as items NEB ships to chapters or shipping of Online Store to Convention

Adjourned 9:45 p.m.

Next meeting: Sat., June 7th, 2020 – 5:00 p.m. PDT, 8:00 p.m. EDT

Respectfully Submitted,
Diana Evans Vance 05/10/2020