2022-2023 BSMA Finance Committee
Sunday, November 6\textsuperscript{th}, 2022
4:00 p.m. PST, 7:00 p.m. EST

MINUTES

Attendees: Alethea Tennill, National Treasurer
Anne Parker, PNP/Committee Member - excused
Brenda Ternullo, Nat’l 4\textsuperscript{th} VP/Committee Member
Christine McCracken, Committee Member
Diana Evans Vance, Committee Member
Julie Straw, Finance Committee Chairwoman
Nancy Brecht, Finance Assistant/Committee Member
Sonya Kay, National Financial Secretary - excused
Stacy Anders, National President
Suzi Freeman, Committee Member

Called to Order at 7:06 p.m. EST/4:06 p.m. PST
Pledge of Allegiance
Opening Prayer

I. Motion to approve minutes of October 9\textsuperscript{th} FCC meeting with corrections, motion passed with no abstentions.

II. Review of financial statements
A. August financial statements – Motion to forward the August 2022 financial Statements as presented to the NEB for approval, motion passed with no abstentions.
B. September financials and October financials still being processed
C. Discussion of status of due to chapter/department reimbursement checks
D. Discussion of the due to chapter/department reimbursement process

III. Audit progress – If the NEB has no questions, the end of year financials will be forwarded for audit to our CPA

IV. CFC application update
A. No update
B. Discussion of cost versus benefit of participation in this program

V. Financial Officer Updates
A. NFS items of importance
   1. United Way checks will be forwarded to appropriate chapters
   2. Working on streamlining process between 1VP and FinSec regarding memberships
B. NT items of importance - including Online store items
   1. SOP regarding maintaining inventory & standing approval to reorder
   2. 3/4 sleeve white shirt - rejected by the NEB
      a. Motion to present the 2\textsuperscript{nd} quote for white shirts to the NEB for
a quantity of 21 or more at the price of $27.65 for most sizes and $29.65 for 2XL and larger with approximately $35-40 additional in shipping, motion passed with no abstentions.

b. Motion to recommend to the NEB a price of $35/shirt for most sizes and $37 for 2XL and larger, motion passed with no abstentions

3. Navy soft shell vest
   a. NEB approved the purchase at their last regular meeting.
   b. NEB has asked for a recommendation for the pricing of this item. **Motion to recommend a price of $48 for all sizes to the NEB, motion passed with no abstentions.**

4. WIMSA wreath/donation for Veterans Day – standing item, does not need approval

5. Full zippered hoodie – needs further investigation

VI. **Chapter Grant Applications FYE 2023**

A. Administration of Chapter Grants – money budgeted for 28 grants

1. **Motion to distribute budgeted chapter grants according to the following allotment: 21 for existing chapters and 7 for new chapters, motion passed with no abstentions.**

B. Need confirmation from 4VP as soon as IN8, KS5, AZ4 and FL15 have completed this year’s compliance

C. Additional grants to be considered –

1. CA46 (tabled from Oct awaiting clarification) – FCC tried to contact chapter via email; email bounced back; request will be held until issues are resolved
2. VA1 – existing chapter – care box items
3. OH1 – existing chapter – goodie bags for veterans
4. IN1 – existing chapter – stockings to local police who are also “military attached”
5. LA7 – existing chapter – computer purchase
6. TN5 – existing chapter – care box items
7. MI194 – existing chapter – purchase of sweat shirts/pants at VA residential facility
8. NY15 – existing chapter – thank a veterans brunch
9. CT3 – existing chapter – scholarship fund/regroup
10. MO5 – existing chapter – tray favors for Missouri Veterans Home
11. **Motion to approve chapter grants for VA1, OH1, IN1, LA7, TN5, MI194, NY15, CT3 and MO5 once chapter’s Compliance is complete and approved, motion passes with one abstention.**
12. Note: In the October meeting, a motion was passed stating that no chapters that are not in compliance may receive grants until they are in compliance.

VII. **Fundraising newsletter**

A. Suzi Freeman will send her first issue of this page to go into the newsletter to 2VP and follow up with her

B. NEB agrees that this can be a quarterly feature
VIII. Ritual book review update
   A. Discussion of revisions
   B. Goal to have NEB for MidYear
   C. Suzi will finish her review, then send to Diana for further review by the end of November

IX. New Business
   A. $4,000 for technology was set aside in the budget for 2022-2023
      1. Laptops for financial officers and for incoming president 2023-2024
      2. Software available through TechSoup
         a. Microsoft Standard $222
         b. Norton (for 5 computers) $17
      3. Motion to purchase laptops with 17” screen with a numeric pad for the National Treasurer and for the National Financial Secretary (without software) not to exceed $650 each, motion passed with no abstentions.

         Motion to rescind the previous motion; motion passed with no abstentions.

         Motion to purchase laptops with 17” screen with a numeric pad for the National Treasurer and for the National Financial Secretary, including any needed software and protection not to exceed $1,000 each, motion passed with no abstentions.

X. April 9th meeting moved to April 2nd

Motion to adjourn, motion passed with no abstentions.

Meeting Adjourned at 9:30 p.m. EST; 6:30 p.m. PST.

Next meeting: Sunday, December 11th, 2022 - 4:00 p.m. PST/7:00 p.m. EST