



## 2021-2022 BSMA Finance Committee

Sunday, October 10<sup>th</sup>, 2021  
4.00 p.m. PDT, 7:00 p.m. EDT

### MINUTES

Proposed Attendees: Anne Parker, Committee Member  
Beth Bruening - Committee Member - excused  
Brenda Ternullo, Committee Member  
Christine McCracken, Committee Member - excused  
Diana Evans Vance, National Treasurer  
Julie Straw, Finance Committee Chairwoman  
Lucie Cutts, National Financial Secretary  
Sonya Stowers, Committee Member  
Stacy Anders, National President  
Suzi Freeman, Committee Member

Called to Order at 4:08 p.m. PDT, 7:08 p.m. EDT

Pledge of Allegiance

Opening Prayer

- I. Approval of prior minutes (September): **Motion to approve the minutes of the September Finance Committee Meeting; motion carried.**
- II. Actions by NEB based on last month's FC recommendations
  - A. All FC recommendations from September FC meeting accepted by NEB
- III. Review of financial statements
  - A. Rescind and reapprove June: Double deposit entry needed to be corrected (membership income & due to chapter)  
**Motion to rescind approval of the June 2021; motion carried.**  
**Motion to forward the June Financial Statements as presented to the NEB; motion carried.**
  - B. July Financials: **Motion to forward the July 2021 Financial Statements as presented to the NEB; motion carried.**
  - C. August Financials: These are the financials that will go to the CPA for Audit.  
**Motion to forward the August 2021 Financial Statements as presented to the NEB; motion carried.**
  - D. September Financials: Not available.
- IV. CFC Application process highlights/planning - table until Nov or Dec.
- V. Convention - any plans of a financial nature
  - A. NP waiting on proposals and bids – nothing at this time
- VI. Online Store & Nat'l Treasurer update - see Addendum: NT Summary
  - A. Online Store has had 44 orders since it reopened – run on BSM hats & coins
  - B. 2VP Computer – at Best Buy – cost for repair/help plan for one year \$200 + tax

(plan can be cancelled at any time) was less than the projected \$250 repair – should be done within the next week

- C. **Motion to discontinue the Go to Meeting subscription; motion carried.**
- D. TechSoup notice regarding all Microsoft products offered will be cloud based

VII. Nat'l Financial Secretary

- A. Records retention project - cost to scan update
- B. Help with the Annual Reports

VIII. Since our last meeting matters:

- A. Zoom/GoToMeeting
- B. TechSoup
- C. 2VP computer matters

IX. Chapter Grant program

- A. Progress of FYE 2021 chapters reporting back
- B. Practice has been that a chapter may receive a chapter grant once every two years.
- B. FYE 2022 applications received  
CA102 – Woodland BSM – new chapter –**Motion to accept the CA102 chapter grant application; motion carried.**

X. New business

- A. **Motion to allow NFS to secure a Bank of America remote access scanner for depositing checks; motion carried.**
- B. NT will coordinate with 1VP regarding release of check held back from chapters as a result of suspensions or possible chapter closings.

Meeting adjourned at 8:10 p.m. EDT; 5:10 p.m. PDT.

Next meeting: Sunday, November 14<sup>th</sup>, 2021 4:00 p.m. PST/7:00 p.m. EST.

## Addendum

### National Treasurer Summary for October 2021 Finance Committee Meeting

- Bank of America
  - Signators changed on accounts
  - Debit Card ordered for NFS
  - Limit of \$10,000 set on both the NFS and NT's debit cards
- Reimbursements
  - Brenda Ternullo for Convention \$536.56
- Online Store
  - Reclassified 96 BSM patches from store sales to inventory
  - Added 48 more hats to our Bayly, Inc. order, bring it to a total of 96 hats on order – we experienced a run on hats in September
  - Pulled hats for NP, NRS and NVP3 from stock & had embroidered
  - Ordered & received 36 medium white gloves \$50.85
  - Ordered 100 BSMA Coins – paid \$175 deposit; cost per coin \$4.95
  - Worked with Webmaster on some site issues for Online Store – all quickly corrected
- Purchased Norton for 1VP, 2VP, 3VP and 4VP laptops through TechSoup - \$12
- Purchased NFS's monitor - \$182.78
- Travel
  - Made airline reservations for 1VP to attend Dept OH Convention - \$239.441
  - Made airline reservations for NP to attend Dept MN Convention – \$277.96
  - Made hotel reservations at Hilton Garden Inn – 2 rooms – for Veterans Day
- Uncleared Checks
  - Created a form letter to use for chapters/departments
  - Compiled lists of uncleared checks
    - 29 chapters
    - 13 VAMCs
  - Emailed all chapters with 1<sup>st</sup> notice
  - Sent list of uncleared VAVS checks to PNP Anne Parker – still in process
  - Resolutions
    - VAMC checks – 1 cashed, 2 replacements requested to date

- Chapter checks – 16 resolved, 13 still outstanding, 2 replacements request to date
- Paid for Gold Star Day Cards - \$1223.17
- Arranged shipment of boxes from past 3VP to new 3VP via FedEx
- Subscriptions/Annual Fee/Memberships
  - Checked on status of Athina Balta – comes due in December
  - Checked on status of Go to Meeting – comes due Oct. 21 – cost \$251.56
  - Updated Benevity registration
- Quickbooks
  - Reclassified 2021 Convention Blue Shirts to simply FUNDRAISER:  
ONLINE STORE: BSM tee shirts
  - Also, reclassified dad's polos

### **Questions/Actions**

- **Should Go to Meeting be renewed?**
- **Should the Wreath for Veterans Day in DC be ordered?**
- **NEB should begin looking for and booking airfare for MidYear**