



2023-2024 BSMA Finance Committee

Sunday, August 11th, 2024
4:00 p.m. PDT, 7:00 p.m. EDT

MINUTES

Attendees: Alethea Tennill, Past Nat'l Treas./Committee Member
Anne Parker, PNP/Committee Member
Carrie Beck, National Financial Secretary
Christine McCracken, Committee Member
Diana Evans Vance, Committee Member
Julie Straw, Finance Committee Chairwoman
Lorraine Camire, Committee Member -excused
Nancy Brecht, Finance Assistant/Committee Member
Rebecca Stafford, National President
Sonya Kay, Past National Financial Secretary/Committee Member
Stacy Breithaupt, National Treasurer

Meeting Called to Order at 4:05 p.m. PDT/7:05 p.m. EDT

Pledge

Prayer

- I. Approval of prior minutes (July 7th, 2024 meeting) – Motion to approve the July 2024 Finance Committee Meeting minutes; seconded; carried with three abstentions.**
- II. Motion to ratify email vote taken in July 2024 post July meeting; seconded; carried with no abstentions**
- III. Review of Financial Statements – Motion to set the July financials aside for audit and forward to the NEB; seconded; motion carried.**
- IV. Annual Audit & Tax return**
 - A. Need to prepare for the Online Store inventory audit by our CPA
 - B. FinSec will contact CPA to arrange the audit of Online Store
 - C. Online Store will not open until audit is complete
 - D. Tax returns for last year have been filed and copied
 - E. Need to let CPA know that we need to file tax return in Ohio – registered in Ohio with a fundraising campaign – there is no filing fee for campaign in this state
- V. Convention Follow-up**
 - A. Submission of reimbursement requests by NEB & those affected by Financial Policy changes – would like to cut Bill Pays prior to end of fiscal year – FCC will remind NEB members at the upcoming NEB meeting
 - B. Receipt and thorough review of hotel charges (timeline) – have not received the final bill and final room count; once received we will have two weeks to review before payment
 - C. Room bill for NEB room needs to be scrutinized
 - D. Expanded Budget that was approved needs to be sent to incoming Financial Secretary

VI. Maguire/Maguire, Inc. (Nonprofit Association Mgmt.) Update

- A. Can chapters fundraise across state lines? - No answer yet
- B. Maguire/Maguire, Inc. will be closing this year due to owner's retirement; they are referring clients to M. P May, Inc. Further investigation will be needed.
- C. Reminder to remove references to CFC on any communications
- D. FCC asked Past National Treasurer to forward any correspondence from Athina Balta Law Group (DC Attorney)

VII. Compliance

- A. Stragglers from FYE 2023 – all those who have submitted their financial reports have been reviewed – there are some who have not submitted anything
- B. Plan for FYE 2024 year-end compliance discussion

VIII. Financial Officer updates

- A. Financial Secretary - transition progress – have had a couple of meetings; needs backside access/needs to reach out to Webmaster for access
- B. Treasurer - transition progress – also needs access to the backside
- C. Accounts have been handed off
- D. Monitor and check reader needs to be shipped to NFS
- E. Forward order submitted for PO Box
- F. New PO Box established
- G. Two printers from former financial officers – old equipment – discussion of disposition
- H. Reimbursements should go through as Bill Pay
- I. Yearbooks not picked up – Buyers contacted to pay for postage; three have so far

IX. Equipment Replacement for NEB

- A. Replacement needed of Laptops for VP2 and VP3
- B. Need to determine if there are any other upgrades needed

IX. Chapter Grant Applications – Motion to approve a chapter grant for CA26 (existing chapter for fiscal year 2023-2024; seconded; motion carried

X. New Business

Upcoming Meetings

Sunday, Sept. 8th

Sunday, Oct. 20th

Sunday, Nov. 10th

Sunday, Dec. 8th

Sunday, Jan. 12th

Sunday, Feb. 9th

Sunday, Mar. 9th (time change)

Sunday, Apr. 8th

May date conflict with Mother's Day – need to revisit

Sunday, June 8

Sunday, July 13

Meeting adjourned at 5:25 p.m. PDT/8:25 p.m. EST

Next Meeting Sunday, Sept. 8th at 4 p.m. PDT/7 p.m. EST