



2024-2025 BSMA Finance Committee

Sunday, September 8th, 2024
4:00 p.m. PDT, 7:00 p.m. EDT

MINUTES

Attendees: Alethea Tennill, Past National Treasurer./Committee Member
Anne Parker, PNP/Committee Member
Carrie Beck, National Financial Secretary
Christine McCracken, Committee Member - excused
Diana Evans Vance, Committee Member
Julie Straw, Finance Committee Chairwoman
Lorraine Camire, Committee Member
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 4:08 p.m. PDT/7:08 p.m. PDT
Pledge of Allegiance
Prayer

I. Approval of prior minutes: Motion to approve the August 11, 2024 FC meeting minutes with corrections; seconded; motion carried.

II. Chapter Grant Applications

- A. Discussion regarding eligibility of CA26 for 2023-2024 fiscal year; they are eligible and will be issued a check
- B. Approval of chapter grants received prior to 8/31/24 for fiscal year 2023-2024: NC16, MN1, OH15, CA40, NC17, CA39 (all existing chapters) – **Motion to approve 2023-2024 chapter grants for NC16, MN1, OH15, CA40, NC17 and CA39 (existing chapters); seconded; motion carried.**
- C. Chapter grants received after 8/31 or not eligible until current fiscal year: FL15 (existing chapter) and TX15 (existing chapter), TN7 (existing chapter) – **Motion to approve 2024-2025 chapter grants for FL15 and TX15; seconded; motion carried.** Holding TN7 for further information

III. Review of Financial Statements – Motion to postpone the approval of the August 2024 financials until the October FC Meeting; seconded; motion approved.

- A. Viewing Rights for NEB in Quickbooks – Send NEB a reminder
- B. Discussion of addition of classes vs. detail in memo
- C. Donation/Sponsorship – all need to be categorized
- D. Discussion of \$101 check/VAVS – appeared in July financials (sweatpants)
- E. Test transaction of new set up with Online Store and QB run and it is working
- F. New Online Store documentation explained
- G. Online Store Shipping is now automatically being recorded into a Shipping account in Quickbooks
- H. Discussion of where the online store shipping amounts is going to show on the P&L
- I. Sales of Products is income; Cost of Goods Sold is expense
- J. Discussion of final hotel bill from Convention

- K. Merchant Card Processing Discussion -
Credit Card through the Website – First American // E-check through the Website - Moolah; add Quickbooks reader in place of Square reader; investigate linking donation button on website with QuickBooks rather than with PayPal
- L. Number of Lines of Accounting discussion – Where does shipping the store fit? Where does transition shipping fit? Where does convention shipping fit? Where do we need to budget these items?
- M. Financial officers will explore the cost of adding classes to Quickbooks
- N. Need to keep the Legal Category Expense discreet
- O. Discussion of categories for Gold Star Mothers Weekend and Gold Star Mothers Convention
- P. June thru September 2023-2024 dues payments should have been deferred to 2024-2025
- Q. If we pre-paid 2024-2025 expenses in 2023-2024, they should be represented in 2024-2025 financials.

IV. Audit

- A. Working with our CPA

V. Convention Follow-up

- A. Big Dipper is due the Fun Night Registration collected by BSMA minus the catering costs; FS will contact the hotel to determine the amount.

VI. Maguire/Maguire Update – no report

VII. Registrations - Duns, United Way, etc.

- A. Duns and Bradstreet number has been located but we need to figure out how to access it to update it; discussion of using Althena Balta’s address on this report and the NFS email
- B. Someone has made a donation to us through United Way; registration in process

VIII. Compliance

- A. Stragglers from FYE 2023 – no issues
- B. Plan for FYE 2024 year end compliance - committee in place, guidebook, etc.
 1. Committee in place and set up with official Compliance corporate emails
 2. Compliance emails to chapter presidents and membership chairs have received two training emails as of today
 3. Spreadsheets set up for recording of compliance data.
 4. Working on a pitfall list
 5. One chapter has already turned in compliance
 6. Financial Assistant will be the go-between between the reviewers and the Backside

IX. Equipment purchases for NEB

- A. Reminder to the Financial Officers to have all the login info for Techsoup
- B. When ordering items on TechSoup in regards to software, order the Uploading Help Service also.

X. Financial Officer updates

- A. Financial Secretary & Treasurer’s Report emailed in advance of meeting
- B. Discussed change-over of Flourish account to new Financial Secretary
- C. Glitch with renewal of MemberClicks – needed to update debit card on file – changed to an ACH payment to avoid the debit card/transition issue
- D. Quickbooks cost increased and exceeded the budgeted amount by a little over \$100
- E.. Treasurer –

1. **Motion to order an additional 36 Blue Logo Polos (numbers in each size to be determined by the NT); seconded; motion passed.**
2. **Motion to order an additional 36 Red Logo Jackets (numbers in each size to be determined by the NT – with emphasis on small, medium, large); seconded; motion passed.**
3. Investigate a new design for the logo pens
4. Luggage tags discontinued
5. Blue Star motorcycle flags need to be added to the Online Store/website
6. Put blue and red Dad pins on the website.
7. Discussion of possible items
 - a. umbrella
 - b. apron
 - c. logo cutting board
 - d. knit hats
 - e. President's Project patch (restricted to President's Project fund) – still being designed
 - f. VAVS patch (restricted to the VAVS fund) **Motion to order 100 VAVS patches to sell in the Online Store with the profits restricted to VAVS; friendly amendment to order 200 VAVS patches at the cost of \$1.82 each; friendly amendment accepted; seconded; motion carried.**

XI. New Business – none

Motion to adjourn the meeting; seconded; motion carried.

Meeting adjourned at 7:53 p.m. PDT/10:53 p.m. EDT

Next Meeting: Sunday, October 20th, 2024 - 4:00 pm PDT/7 pm EDT

Respectfully submitted
Diana Evans Vance, Committee Members
September 8, 2024