

**AREA FINANCE COMMITTEE MEETING
SECRETARY'S REPORT
August 31, 2019**

Meeting began at: 10:00 am with Serenity Prayer.

Attendees: Michelle H – Chair Meece' T – Secretary Elizabeth G – Alt Secty.
Betsy G – Past Delegate Rick M., Area Chair Doug D.

Committee Purpose: This committee prepares the budget for the following fiscal year. This is done with the Budget Committee comprised of the Area Treasurer, Finance Chair and any assembly member requiring funding for approved Area service work. Also, we study and review the needs of the Assembly as a whole, as they relate to income and expense; with an aim to insure a healthy, but practical Area financial status that honors the intent of the Seventh Tradition on self-support.

Introductions – 6 attendees.

Tradition Five - was tabled until next meeting

Chairperson's Report: The committee voted to have an informal meeting, no formal report.

Secretary Report: Reviewed July minutes, approved.

Ongoing Business:

- Reviewed website update, the committee decided to post official minutes both on the website and in the committee drop box.
- The minutes will be translated in Spanish once the new SETA webpage goes live.
- SCAP Funds update was tabled until a later date

New Business:

- The committee discussed the 2021 SETA Convention budget/hotel contract review process. The contract was approved and has been signed.
 - The committee cannot review/approve future contracts for venue quickly; therefore, the Chair has requested that all contracts are presented to the Finance Committee during scheduled meetings going forward. This will ensure efficiency and quality of the required review.
 - Lesson(s) learned, the committee will need to review the venue budget along with the contract and pay special attention to the room block, coffee requirement and the reserves set aside for loss
- Melanie G. will give a full accounting of Grapevine Committee funds for 2017/2018 during the October 5, 2019 Finance Committee meeting to clarify any concerns the Area may have regarding the appropriation of funds.
- The remainder of the meeting was used to discuss Drop box tracker that list "action items" for our Finance committee.
 - Workshops for next year, either January or April, to simplify the budget process and increase transparency.
 - The committee will submit a motion during January Assembly both removing/adding line items in our budget in preparation for February 2020 budget meeting.

- Each committee member is encouraged to review the tracker in drop box and commit to completing an action item during 2019/2020 term.
- Check Area Secretary minutes for pending/passed motions that may affect the committee actions.

Betsy G., commended Michelle H. on transforming the Budget process and ultimately the Finance Committee; recognizing the vote of our chair as an act of God (our ultimate authority). Join us in embracing change and supporting our chair during this process!

The meeting was adjourned – Our next scheduled September 21, 2019 at 10:00 am, due to the Traditions dinner being scheduled for the same date the meeting will be one hour.