

AREA FINANCE COMMITTEE MEETING
SECRETARY'S REPORT
September 21, 2019

Meeting began at: 10:01 am with Serenity Prayer

Attendees:

Michelle H – Chair	Meece' T – Secretary	Kris H – Alt Delegate
Betsy G – Past Delegate	Rick M., Area Chair	Doug D.
Doug C.	Stephanie	Debra B – Area Secretary

Introductions – 9 attendees.

Tradition Five/Six - were tabled until next meeting

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

Secretary Report: Reviewed August minutes, corrected and 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.
- The tracker in Dropbox was discussed extensively
 1. Several items will be taken care of quickly; during the process of normal committee business
 2. The timeline for the remainder of year October – December; includes budget meeting prep, tentatively scheduled early 2020 (February) to allow GSR's the opportunity to share at the group level for feedback

REQUEST FROM MEMBERSHIP – Item I

Implement a full audit of Area Finances by a 3rd party, specifically, the Accountant who prepares our tax returns.

1. Suggestion that Area Finances audited annually.
2. Finance Chair will contact the Accountant to discuss cost/time frame to complete audit
 - a. Cost
 - b. Time to complete/report
 - c. Audit year 2019
 - d. Possibly post tax season or done simultaneously with tax prep
 - e. Doug D. was of the minority opinion that this would be a tradition six violation
3. The committee decided to gather the above facts and present to the JAN Area Assembly for vote.

AREA INVENTORY FEEDBACK – Item I

Area not fully funding the Delegate but continuing to spend money on hotel rooms at Assembly

1. Kris H., will provide a chart explaining “fully funding the Delegate” to be posted on Finance Committee website.
 2. Committee will work on a 15 minute Power point presentation to be posted on our website and given at each district.
 3. Will determine at a later date when the “workshops” will commence
- Debra B. will create a flyer for Finance Committee website and for distribution to substantiate the committee’s commitment to transparency
 - The roster will be updated during October Assembly; clean up

The meeting ended with the “Responsibility” statement and our next meeting will be October 5, 2019 Area Assembly at 4:30 pm

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 October 05, 2019 at 10:00 am, due to the Traditions dinner being scheduled for the same date the meeting will be one hour.