

**AREA FINANCE COMMITTEE MEETING
SECRETARY'S REPORT
October 5, 2019**

Meeting began at 4:30 pm with Serenity Prayer.

Attendees:

Michelle H. – Finance Chair	Betsy G. – Past Delegate	Ron S. – SETA Treasure
Meece' T. – Finance Sec	Troy D. - Delegate	Deborah B. – SETA Secretary
Elizabeth G. – Alt Sec	Kris H. – Alt Delegate	Christina S. – SETA Alt. Chair
Doug C.	Mike W. - GSR	Cynthia B. – SETA Alt. Treasure
Cheryl M. – Alt DCM 31	Louis R. – GSR	Stephanie O. – IT Chair
Reino F. – DCM 40	Deanna – Alt DCM 40	

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 of self-report.

Introductions – 17 attendees.

Tradition Five – was presented by Deborah B.

Secretary Minutes: Meece' (Meeka) T. and Elizabeth G. – Stands as Approved;
Approved Minutes are on the SETA Finance webpage & Unapproved Minutes are in Dropbox.

Ongoing Business:

- * The Power point “ Fully Funding the Delegate” will be on the April SETA Assembly agenda.
- * The goal for Dropbox is for anyone to go on Finance webpage for information.
- * Utilize these platforms given: Area Assembly, District, SETA Announce & Finance Webpage.
- * The Finance committee flyer is on the landing page on the new Area website.
- * SCAP funds update: SETA is holding funds for State Convention where Deborah B has acct.
- * Michelle H. will contact Rick M. about Finance committee to address SCAP funds with Area.
- * The Treasure's responsibility is to turn these funds over to SCAP chair once received.
- * Kris H. suggested Area Chair, Rick M. to form Ad-Hoc to review SCAP funds on Area budget?
- * Troy D. addressed need for SCAP funds to be separate and specifically for State Convention.
- * Michelle H. suggested having SCAP funds to be a separate line item on Budget for Area to see
- * Michelle H. & Ron S. will talk with Rick M. about separate SCAP funds & report next meeting.
- * Deborah B. presented new “Committee” flyer and will make suggested corrections.
- * Michelle H. asked Deborah B. to create a flyer specifically for Budget meeting in Feb 2020.
- * Michelle H. & Ron S. will contact CPA about potential costs for full audit of Area finances.

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- * Michelle H. will contact Melanie G. about report to Finance committee as she was not here.
- * Ron S. addressed Debbie F. request for \$500 towards the SETA Convention deposit & hotel.
- * Kris H. inquired about past SETA conventions being accounted for & separating 2021 funds.
- * Michelle H. spoke about helping support IT request & seek Area's approval for IT upgrades.
- * Troy D. looking to purchase small screen for Delegate presentations and can be more mobile.
- * Deborah B. spoke to costs of a hardcopy of Area minutes & moving towards "paperless."

The meeting was adjourned – Our next scheduled meeting November 16, 2019 at 10:00 am.