

**AREA FINANCE COMMITTEE MEETING  
SECRETARY'S REPORT  
November 15, 2019**

Meeting began at: 11:30 am with Serenity Prayer

<b>Attendees:</b>	Michelle H – Chair	Meece' T – Secretary	Elizabeth G – Alt Secretary
	Kris H – Alt Delegate	Betsy G – Past Del	Rick M., Area Chair
	Christina S– Alt Area Chair	Debra B – Area Secty.	Ron S – Area Treasurer

**Introductions** – 9 attendees.

**Tradition Six** – Presented by Meece' T. Secretary Finance Committee

**Chairperson's Report:**

**Secretary Report:** Reviewed October minutes, corrected and approved.

**Ongoing Business:**

- SCAP issue, the goal of the committee is to relieve the Area Treasurer of burden/chaos of managing funds outside of the parameters or scope of the Policy and Procedures that are currently in place.
  - Fact: The Area Treasurer is the co-signatory for the bank account set-up for SCAP funds
  - Fact: The Area Treasurer will verify deposits and expenditures prior to SCAP reporting to the Area
  - The Finance Committee will intervene with an email composed by the committee chair directing the SCAP chair to the current policy and procedures in place, as well as, her job description.
  - The committee voted unanimously to proceed as stated above.
- The 2021 Budget Proposal Meeting will tentatively be held at the Spring Branch club either Saturday February 22<sup>nd</sup> or February 29<sup>th</sup>, the time TBD.
  - The Committee chair, secretary and alternate secretary will meet to streamline the logistics
- The website has been updated and appears to be user friendly; please review and make any suggestion
- Dropbox Tracker Update
  - **Request from Members Item (6)**; Christina S. and Ron S. will create a lottery/rotation as a means of selecting Area Committee members who will be funded to attend National Workshops
  - **Workshop Topics Item (1)**; Betsy G., Kris H., and Meece' T. will prepare a presentation explaining “fully funding the Delegate” by February 15, 2020 meeting for review by the committee. This presentation will be used for a fifteen-minute workshop during 2020 April Area Assembly, for presentations done at District(s) and posted to our website.

**New Business:**

- The Alternate Area Chair, Christina S., will present Hotel/venue details to the Finance Committee in December
- The Finance Committee chair, Michelle H., will prepare a motion to be reviewed and submitted to the Area Chair by December 10, 2019 (45 days) regarding housekeeping details for the pending 2021 proposed budget meeting.

The meeting was adjourned – Our next scheduled December 21, 2019 at 10:00 am, due to the Traditions dinner.