

## AREA FINANCE COMMITTEE MEETING

May 16, 2020

10:00 am-12:00 pm

Zoom Meeting

URL: <https://zoom.us/j/386759333>

**Open Meeting:** 10:00 am with Serenity Prayer \_\_\_\_\_

**Committee Purpose:** This committee prepares the budget for the following fiscal year. This is done with the Budget Committee comprised of the Area treasure, 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: 10 attendees**

Ron S. – Committee Member

Elizabeth G. – Finance Alt. Secretary

Michelle H. – Committee Member

Kris H. - Committee Member

Deborah B.-Committee Member

Meece' T. - Finance Secretary

Doug D.-Committee Member

Rick M. – Finance Chair

**Tradition Ten:** No AA group or member should ever, in such a way as to implicate AA express any opinion on outside controversial issues – particularly those of politics, alcohol reform or sectarian religion. The Alcoholics Anonymous groups oppose no one. Concerning such matters they can express no views whatever. Presented by Deborah B. *“Don't argue outside issues privately, will not spill over publicly...”You might be right.*

**Tradition Eleven Volunteer:** Elizabeth G.

**Secretary Minutes:** Reviewed with a correction and approved by the committee. The approved minutes will be sent to webmaster for posting and added to Drop Box.

The Secretary and Alt Secretary were asked to review/update the Finance Committee's website. Pending post of December 2019, January 2020 and March 2020 minutes. In addition,

the “Funding the Delegate” PowerPoint has not been posted to date. Meece’ (Meeka) T. will follow up with the webmaster.

**Webpage Report: Meece’ T**

The Secretary and Alt Secretary were asked to review/update the Finance Committee’s website. Pending post of December 2019, January 2020 and March 2020 minutes. In addition, the “Funding the Delegate” PowerPoint has not been posted to date. Meece’ (Meeka) T. will follow up with the webmaster.

**Ongoing Business:**

- I. Intergroup Insurance Policy: Ron S. updated the committee. Tepco (Insurance Company) Underwriters have advised that we must cancel current policy and get a new policy to make requested changes of the physical address and adding Intergroup as a beneficiary. The current agent doesn’t handle commercial policies; working with another agent to administer new policy.
- II. Tracker Update: Michelle H. reviewed items completed on the tracker. Deborah B. was assigned preparation of a document for standardized contract review. The committee will send portions of a contract that are of importance (ie room block, food and beverage and cancellation clause).
  - Kris H suggested preparing a form to be used by anyone procuring a contract
  - Michelle H. suggested posting the final document online
  - Kris H. would like the Assembly to provide feedback to support transparency
  - Deborah B. will create both a checklist/form for the website
  - Rick M. said this document would reduce fear of taking certain positionsDeborah B. will also watch room block historical data to assist Conference Committees in scheduling room blocks and tracking prior to event to ensure goals are met.
  - Michelle H. said it is easier to add rooms to a block; start small
  - Rick M. suggested we consider venue location (ie Houston, Galveston and Beamont)
  - Michelle H. says this service will support new motion regarding restricted funds.CFC must add financial historical information removed by previous treasurer.
  - Michelle H. has sent an email requesting such action; intends to send another
  - Data is required prior to the next budget meeting 2021
  - Kris H. says treasurer should be able to download a report to assist CFC in completing this task.
  - Ron S. said the data is unavailable with the exception of the past two years (2019/2020).
  - Kris H. suggest that CFC funds are withheld until an accounting of prior funds received; may want to discuss with Tammy Z.
  - CFC should submit an itemized accounting of funds on a quarterly/annual basis in moving toward transparency regarding CFC funds.
- I. SWRAASA Funds: Presented by Kris H., the Alternate Delegate meeting provided a sense of each Area donating funds on an annual basis.
  - This action doesn’t change the Policy and Procedures manual
  - A motion isn’t necessary to fund the line item for SWRAASA

- No need to determine a specific amount this rotation; the committee should wait until hosting SWRAASA in our Area becomes evident.
- I. Motion to reduce/lower “restricted funds.” Prepared by Christina S.
  - Rick M. wanted to know if this affects a change to the Policy and Procedures manual.
  - Michelle H. responded “No” according to her notes, the committee decided to add a footnote to the Budget workbook. We are implementing the prior motion and upon review of historical data, have decided to reduce the CAP from \$15,000 to \$7,500
  - Michelle H. asked if the presentation of the data in the motion should be changed; Rick M. and Meece’ T. both agreed the data was sufficient.
  - Kris H. indicated there was a loss in a Galveston convention chaired by Mary Moffett, which contradicts the data included in the motion.
  - Rick M. suggested we review minutes of 2016 Area Assembly where Debbie F reported on the Galveston Conference for Mary Moffett.
  - Deborah B. and Michelle H. both pulled up the minutes and discovered the financials were not captured in the Area Minutes (April 2016 Assembly) and there were no minutes for July 2016 Assembly.
  - Michelle H. suggested a disclaimer about available data in 2016 ; Rick M. added that we change the data within the table to include “incomplete data” for this particular convention to ensure transparency and providing accurate information to the Assembly.
  - There was a suggestion to review Archives for the financial information; the treasurer doesn’t have the data due to the theft of the laptop in 2020.
  - Meece’ T. suggested that we change the verbiage “The SETA Convention has not lost money from the Convention in over 10 years.” within the motion document based on the information uncovered in our research.
  - This is a motion for the October Assembly – we have time to review data, double check who the Alternate Chair may have been for the 2016 Galveston Convention.
- I. Posting Financials on the website
  - Michelle H. understands that we cannot post financials on the WEB
  - Rick M. suggested that we don’t because of FEAR
  - Ron S. got in trouble for doing so, though there isn’t a motion supporting NOT posting such information online.
  - Michelle H. would like to prepare a motion to allow current “unapproved” treasurer’s report to be included in package sent out thirty days in advance of the Area Assembly by the Area Chair.
  - Ron S. pushed back, indicating the earliest this data could be available would be the Friday prior to Area Assembly.
  - Ron S. volunteered to prepare the motion to allow presenting unapproved financials.
- I. Online Contributions (Zelle/Cash App/PayPal/Venmo) for SETA Contributions (see email dated 05/14/20 from concerned GSR).
  - Doug D. suggested a separate account to keep transactions on a bank statement less confusing.
  - Ron S. thought this was unnecessary, the ability to differentiate between transactions would not change; would not hinder the accounting of funds.
  - Ron S. doesn’t support electronic contributions because he has researched all apps listed above and they all have vulnerabilities to being hacked and funds stolen.
  - A separate account (not linked to the others) may address this vulnerability if the funds were moved from the separate account on a regular basis.
  - Ron S. suggested that this account would be a “deposit only” account

- Michelle H. said there was no motion required; the Treasurer could get a sense of the Area when the Treasurer's report is given. If Ron were to explain the depth of the due diligence of the committee.
- Ron S. agreed to do the presentation, maintaining his objectivity in presenting the facts to avoid swaying the thoughts of the Assembly. Meece' T. agrees
- Ron S. agreed to contact GSO Treasurer/Finance committee via email to inquire about the experience, strength and hope of the fellowship in reference to electronic contributions.
- Kris H. suggested including Troy B. in all correspondence since he currently serves on the Finance Committee.
- Ron S. will prepare a draft email to be reviewed by the committee for changes/additional information.
- Michelle H. suggests that we have a clear set of instructions for electronic contributions
  - A) How to determine who made the contribution
  - B) Requirements should include or be made by a group number, name ect....

Our next meeting will be June 20, 2020 at 10:00am to Noon; keep Betsy G. in prayer and stay safe.