

AREA FINANCE COMMITTEE MEETING MINUTES

June 20, 2020

10:00 am-11:30 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

Betsy G. – Committee Member

Michelle H. – Finance Chair

Christina S. Committee Member

Meece’ T. - Finance Secretary

Doug C. -Committee Member

Rick M. - Committee Member

Kris H. – Committee Member

Ron S. – Committee Member

Troy B-D. –Committee Member

Tradition Eleven: *Postponed Until July Meeting*

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.

Webpage Report: Meece’ T.

Meece’ submitted the power point for posting on the website and there was pushback from the webmaster regarding the letter embedded in the Powerpoint, signed by Bob Slaughterback (nonalcoholic finance committee). Meece’ will request Vern to post the power point presentation with the embedded letter from Mr. Slaughterback after confirming he is a nonalcoholic.

Ongoing Business

I. Tracker Update: Michelle H. has updated the tracker and encouraging committee members to check the tracker as well. The committee’s goal is to have completed all the tasks by the end of this rotation. To date the committee is more than halfway through the tracker items.

II. Online Contributions: Will table until Ron S. is available

III. October Motion Package: Michelle is working on this package and will bring to the committee when complete. Michelle addressed the 2016 Convention final numbers incomplete records and need to reach out to Debbie F. who was the co-chair for this convention as well as the Archives committee for any reports? Kris H. sent a message to Debbie F. for her to send the 2016 convention's final treasure report. He will follow up with the committee. Michelle H. mentioned to change the 2016 convention number from the spreadsheet and write "incomplete." Troy B-D suggested using the wording as "convention numbers" as we do not know if the convention made or lost money. Troy commented by using the language as "making money or losing money" sound like a business. Kris H. stated use the general statement that the convention is a "self-supporting" event and suggested stating "incomplete" on the report if Debbie F. is unable to give the 2016 final numbers. Historically, the convention has always made a profit according to the treasury reports. Betsy G. mentioned the final documents from the convention are turned over to the Archives and she will follow up with the Archives committee about the above matter.

Christina S. is working on preparing the motion and will add "The SETA convention has historically been fully self-supporting for the past 10 years." Rick M. stated \$15,000 may be too much as the cap for the convention and may be a "red flag" as January 2021 could be the convention that will lose money. Troy B-D was not able to review the convention contracts to know whether SETA will be held liable if we were to cancel and will review the

Michelle H. will resend the SETA Venue Contract and will follow up with Debbie F. for any discrepancies whereas Debbie can correct this as soon as possible. The committee agreed this is all cautionary protocols as SETA navigates the various outbreaks of Covid virus monthly, not knowing what the numbers will look like in January 2021. Michelle H. suggested to keep the motion exactly as it is as it is for now and to collect more information by either changing or add to the motion as needed (effective 2022) prior to October's Assembly. Both Meece' T. & Rick M. felt \$7,500 would still be sufficient. Troy B-D. suggested to present this motion in October 2020 that can be voted on in January 2021. Kris H. mention there is already \$3,000 in funds that would ultimately make this \$10,500.

Betsy G. sent an email to the Archives Committee members - Eddy, Sarah & Michelle regarding a copy of the 2016 final convention report to be sent to Michelle H. in preparation of the motion for August's Assembly.

Michelle H. Added to the motion an explanation of the eleven-year history of the Area's year end SETA treasure's reports & pie chart of where the finance committee obtained the final numbers.

Michelle H. addressed the posting of Financials on the website and on-line contributions. Ron S. emailed GSO requesting feedback about how GSO handles on-line contributions and is awaiting a response to be shared at next month's meeting. Troy B-D suggested sending an email to the 93 Delegates about information regarding on-line contributions and virtual baskets.

Michelle H. addressed the Venue Contract Checklist /Form. Deborah B. will reach out to Christina S. for copy of contract guidelines and will put together a checklist/form. Michelle H. will forward any questions and feedback from various committee conventions that are in past Finance committee minutes.

Ron S. has confirmed, he has a meeting with Chase bank and will provided an update on setting up an account for on-line contributions along with opening Chase accounts for the SETA convention. Betsy G. mentioned the necessity of following the SETA Policy & Procedures manual and the specific people to be on this account in which there is an updated amendment to the P & P manual. Troy B-D shared that each year, the various convention committee members open & close the yearly accounts and to consider keeping these accounts open by putting a stop on closing these accounts.

Michelle H. spoke to correcting the opening/closing of bank accounts and possibly putting this in the motion package or keep it separate through the treasurer only. Kris H. suggested documenting this in the convention guidelines. Troy B-D. mentioned putting this in the P&P as in the past, Chase Bank has denied opening savings accounts specifically for convention. Christina S. addressed the need for specific members on this account who will document the account. Ron S. suggested having an account whereas there are five signers including SETA Convention Chair, SETA Convention Co-Chair, SETA Convention Treasurer, SETA Convention Alt. Treasurer and Area Treasurer for transparency. Ron S. added, he made the deposit of \$9,800 in the bank in which \$3,000 was the return and \$6,814 is the deposit from the 2020 convention.

Michelle H. addressed the "Posting the financials on the website motion." Ron S. will work on the motion and will present the motion document at the committee's July meeting.

Michelle H. spoke about preparing a new motion documenting "No one can close the SETA convention account once opened" and adding this to the finance committee package. Ron S. stated there would not be a need to close a Chase Bank account as there are branches in all of the hosting SETA convention cities as well as all the options that online banking presents. The committee agreed upon placing the above motion in October's package.

New Business:

I. August Area Assembly Room Block Discussion: Michelle H. mentioned if there is a hybrid Area Assembly in August the room blocks will need to be checked as many will probably not be staying in the hotel due to Covid virus. Christina S. has already emailed the hotel to inquire about room block quota and awaiting a response from the hotel.

Closed Meeting: 11:48 am

Next Meeting: July 18, 2020 10:00 am-12:00 pm via Zoom