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AREA FINANCE COMMITTEE MEETING

September 19, 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

Betsy G. – Committee Member

Christina S. – Committee Member

Deborah B.-Committee Member

Doug D.-Committee Member

Elizabeth G. – Finance Alt. Secretary

Kris H. – Committee Member

Meece' T.- Finance Secretary

Michelle H.- Finance Chair

Ron S. – Committee Member

Troy B-D.- Committee Member

Tradition Twelve: Betsy G. –

And finally, we of Alcoholics Anonymous believe that the principle of anonymity has an immense spiritual significance. It reminds us that we are to place principles before personalities; that we are actually to practice a genuine humility. This to the end that our great blessings may never spoil us; That we shall forever live in thankful contemplation of Him who presides over us all.

Secretary Minutes: Reviewed, corrected, and approved by the committee. The approved minutes will be sent to webmaster for posting and added to Drop Box.

Webpage Report: Current and up to date.

Kris H. mentioned Oct 3rd is go live date for the new website and the “G suite” package that will be made available to all of Area 67. There will be changes in the webpages and we will all need to be prepared to send feedback as this will be new a web page. Meece' will continue to send

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the minutes as usual to the webmaster. All the SETA position emails will now be group emails and will be assigned. Michelle H. would like the Finance Secretary & Alternate Secretary to be keeping track of the webpage

Michelle H. shared the follow up from last month's meeting about Jackie S. – Literature Chair talked about how the contributions are down and what could the Finance Committee do to address this with the Area. Michelle H. was able to send an email to Jackie S. with Jimmy D.'s contributions letter stating the Finance Committee has posted everything on the website and we are using the platforms the way we discussed. Jackie S. was appreciative of the Finance Committee's support.

Ongoing Business:

I. Tracker Update – Michelle H. provided view of how many items have been completed by Finance Committee members and preparing this for the next term's committee members. Michelle H. is encouraging all Finance Committee members to address the remaining line items to be completed by the end of 2020. Michelle is working on preparing the worksheets, putting all documents in order, and printed copies that will be added to various thumb drives. She will be preparing the Finance Chair binder for the next rotation.

II. Area Online Contributions: Michelle H. reported Ron S. sent out the email, set up Zelle and is setting up the checking account that is linked to Zelle with the SETA Areas Treasurer's email to go with rotation. He sent out the email SETA Announce with all the instructions. Ron S. shared there have been two online contributions; \$5.00 & \$660.00.

III. Corrected August Treasurer's Report: Kris H. stated concerns regarding the way the Convention accounting was done and tied back to the Area reporting. He addressed the bottom-line numbers – in which the total amount of money is unclear as the convention account has \$19,000. The total amount of convention funds should always match the same amount that is taking out of unrestricted funds.

Christine S. mentioned to take another "line item" and place it at the end named "SETA Convention box that subtracts out the amount that is different than \$15,000 amount. All funds that go over \$15,000 would go into the unrestricted funds. Christina S. stated the Area Treasure, Ron S. is using an Excel spreadsheet and she sent copy of the last thumb drive.

Kris H. mentioned G Suite is going to make available is "sheets" and is free software as opposed to having to purchase Microsoft products – Excel. He has already been converting records over in "sheets."

Michelle H. reviewed with the committee the new "sheets" Treasurer's reports and shows the Gratitude Dinner box is now the SWRAASA box. She stated the importance of "footnotes" to clear up any confusion regarding the \$15,000 cap.

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Kris H. stated every time the Area has a financially successful convention the money will need to be rolled from convention fund to unrestricted funds. That calculation needs to be automated and clear. He states the importance of working on this now and making the appropriate corrections. He states as of next year the \$15,000 will be changed to \$7,500 as the convention fund figures.

Michelle H. discussed the overall theme for the Finance Committee is transparency, honesty, removing fear & doubt. At this point, everything is matching up with the committee's work on the Tracker this rotation.

Meece' T. mentioned the importance of the restricted funds "pie chart" as a good visual guide for someone who may not have financial background. Michelle H. shared how this helped the Area members see concrete areas how the budget holders are using Area funds. This will especially be helpful at the next budget meeting in 2021. Betsy G. mentioned a need for a grammatical correction to the spreadsheet.

IV. Venue Contract Checklist: Kris H. shared he is waiting for the G-Suite "tools" to become available for "drive, drop box & G Suite programs" and software so as to be upgraded and easily passed on to the next Finance Committee rotation. He will have this information after next Area Assembly Oct 3rd, 2020.

V. Funding the Delegate Workshop: Meece' T. shared there were 2 questions submitted by past Delegate, Ron C. He shares "this was a great presentation." Ron S. shared the \$6600.00 check to GSO was sent to GSO initially and apparently did not reach GSO. A stop payment was issued, and a new check was sent again to GSO. Ron S. stated according to the accountant, the fees from the CPA were \$1,000 that cost additional funds. The two questions are as followed;

1. In your research did y'all look at the spiritual reason why GSO pays for the GSC Delegates expense and does not require the Area Assembly to pay for the GSO expense?

2. Did y'all research the history of the Delegate funding at the GSO level in terms of agenda items?

Troy B-D reiterated how the agenda items is specifically are dealing with the Delegate funding and possibly raising it. The committee spoke about how every rotation starting at 65 was a rotating agenda item does not have to go through the process any longer where we look at the requested expense. The agenda item itself goes to Finance Committee and if there are any changes that are requested it goes to the entire body. Meece' T. would like to send out the questions in a different format and if all would respond to an email. She would like to post it on the website as an on-going list to as we get more questions. This would allow availability to continue the conversation.

Troy B-D. brought up "Why does GSO not require the requested fee?" He stated not all the Areas have the funding to even pay for the requested fee, to create equity and participation

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and the right of participation, GSO does not require anything to come from the actually Area where the delegates themselves to participate. Betsy G. stated in finance 2019, “the committee reviewed and discussed the Area contributions for delegate expenses from the conference and took no action.” Troy B-D spoke about how many Areas are meeting that \$1800 and how many Areas are paying more than \$1800. There were significant amounts of Area’s that were not able to meet the \$1800 and question lies, why would we raise this amount. Therefore, no action was taken.

Meece’ stated, Ron C. may know the answer and has not been telling finance committee as his motives are for the committee to research the above information. The committee spoke about sending these questions to the Archivists and ask is there are any documents that addresses why we do not ask or require Areas to fund their own Delegates. Michelle H. suggested to put all these questions in a poll and include Ron C. in the conversation of any additional insight, information to address the Area Delegate questions.

Meece’ T. typed the 6 questions that were asked from the Aug Assembly

1. Why aren’t the unspent funds placed into subsequent years’ budget?
2. What happens to unspent portion of the budget each year?
3. Are we asking budget holders to substantiate the amount of funds requested each year?
4. Has the budget committee gone back to ask budget holders what funds are not needed due to inactivity during Covid-19?
5. What happens to unrestricted funds?
6. Does the Area require less funding from the groups when restricted funds are at a certain level? Much like GSO adjusting the pricing of literature (Big Books).

Michelle H. reported the budget passed “60 Yes – 95%” and “5 No – 5%” Christina S. addressed the importance of addressing why aren’t the unspent funds placed into subsequent years’ budget and there are a lot of funds not spent. Kris spoke about the vast majority of the money not spent in budget was due to lodging. Lodging is set and not easy to be changed. Christina S. shared \$42,000 year is spent and budgeting \$50,000 – \$60,000. There is a lot of money not spent by these figures. Betsy G. brought up the fact how difficult it is to estimate how much money the various budget holders will need in the next term. Michelle H. will put together an email for budget holders to address their financial needs and request funds. Kris H shared the fact there is a lot of money available I the unrestricted

Ron S. reported the final report is not completed yet and that there is approximately over \$100,000 in bank account with close to \$40,000 in unrestricted funds. The only expenses Area has had is less than \$300 went to IT and \$542.50 month to Archives rent whereas no one else

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has requested money. Kris H. suggested paying the Archives rent for the year and would help the Houston Intergroup in the interim. Betsy G. shared IT will be spending the rest of this year's budget. Meece' spoke about the various committees & Budget holders be more intentional with their request for additional funds.

New Business:

Troy B-D. addressed to have the newly elected slate of officers and committee chairs and have them come back in November to ask them to do another budget for 2021. It would provide an opportunity for committee chairs to provide a budget for the following April 2021 Budget meeting and creating their budgets.

1. It would give better idea of the amount of money spent based on income.
2. It would create a bit of accountability for committee chairs.

Kris H. suggested a "mock budget meeting" to encourage the incoming servants DCM and Committee Chairs along with the outgoing Committee Chairs to review 2021 budget. This would give new Committee Chairs opportunity to address their financial needs in the new term. The budget would go through April of current year to April of the new year. The budget would be presented in the Jan Assembly and be voted on in April's Assembly. Betsy G. addressed the importance of how many tax documents would need to change and the budget needs to match these documents.

Ron S. will address with the CPA the following; 1) What are the ramifications and costs about changing the fiscal year from Jan 1st to April 1st with the IRS and any other agencies concern, 2) What does the CPA see as hurdles to change fiscal year. The overall goal would be to try this change and have the new Committee Chairs to be actively involved in their new budget term. Troy B-D suggested to address this in an Ad-Hoc Committee; Troy B-D, Deborah B., Meece' T., Christina S. and Ron S.

I. Finance Chair Nomination: This position was changed to Third Legacy voting position, and finance committee can make a nomination for this position. Meece' T, Christina S. & Ron S. will both stand for Third Legacy. The committee ultimately will rely on God for the next Finance Chair.

II. 2021 SETA Convention Display Table: Troy B-D suggested having this table would support the proposal discussion for new budget process. Ron S. would like to use this area for treasury tasks & check writing. Ron S. will send Michelle the remaining budget for 2020 and Deborah B. will put together display board.

III. Preparing for October Area Assembly: The Ad-Hoc committee will meet during the 4:30 pm committee time.

Next Meeting: October 17, 2020 - 10:00 am -12:00 pm via Zoom

Close Meeting: Responsibility Statement

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