

AREA FINANCE COMMITTEE MEETING

October 17, 2020

10:00 am-12:00 pm

Zoom Meeting

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

Open Meeting: 10:08 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
Meece’ T.- Finance Secretary
Ron S. – Committee Member

Christina S. – Committee Member
Michelle H.- Finance Chair
Elizabeth G. – Finance Alt. Secretary

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 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 and approved by the committee. The approved minutes will be sent to webmaster for posting an added to Drop Box.

Webpage Report: Current and up to date. The 7th Tradition information will remain on the website to coincide with the landing page at aa-seta.org.

Ongoing Business:

I. New Budget Sub-Committee headed up by Troy B. is done, no further discussion required.

II. SETA Convention Loss Funds – Betsy is willing to research from 1989 forward. The Convention Loss Reserve in the amount of (4K) vs State Convention Loss Reserve in the amount of (3K) must be sorted out.

Christina S. advised that no one knows what the line item for Convention Loss Reserve (4K) was set aside for; should be researched to identify if it is for State Convention reserves or SETA Convention Reserves.

Michelle H. advised that the confusion should be clarified on the SETA budget spreadsheet once it has been determined which line item is which.

III. SETA Convention bank account policy motion – Christina S. has updated the Policy and Procedures Manual for both motions. The SETA Convention Loss Funds AND bank account policy motion.

IV. Michelle H. has had conversation with Debi F. who will address changes to Convention manual and guidelines and present updates to the Area. Due to the pandemic, there are no clear-cut timeframe for said changes.

V. SETA Convention Display Table – Deborah B. has received the final budget amount from Michelle H. However, to date, there has been no action taken to construct the display.

Deborah B. advised via email that the SETA Convention was cancelled, therefore, she would like to know if the Committee would like her to proceed.

Michelle H. suggested that we should move forward with the display for future conventions. The deadline for completion would be moved out until the next time we meet in person, possibly July 2021 at the earliest.

Meece' T. inquired about using the board at Area Assemblies as well as Conventions.

Michelle H. Agreed. The board would take half a day to have it all done and allow the incoming Finance Chair to be the keeper of the display. Due prior to the next in-person SETA event.

New Business:

I. Redesign of Treasurer's Report – Ron S. would like to change the front page, inserting a box for on-line contributions.

Christina S. suggested that we place this line item on the second page near income.

Item tabled – Ron S. not in attendance; ongoing business next month.

II. Archives Rent Paid in Full for the remainder of 2020 and 2021 in full-

Michelle H. advised that SETA has an abundance of cash in the bank and suggested that we pay the rent for Archives for 2021 in full up front to Houston Intergroup. The funds are much needed at Intergroup, considered a spiritual participation/assistance during pandemic.

Meece' T. inquired if there would be a need for a motion to the Assembly.

Michelle H. replied that a motion would not be required because the Treasurer is responsible for paying the bills, therefore, Ron S. has the authority to pay in advance.

Christina S. expressed concern about making the payment prior to January 2021, so that it would be reflected in 2020's budget rather than flowing over into 2021's budget.

Betsy G. agreed that since we have the money, Intergroup could surly use the upfront rents.

Meece' T. asked what Christina's reservation was in pre-paying the rent by November.

Christina S. advised that if both 2020 and 2021 were to be paid it would exceed this year's budget and would require the Assembly's approval. If we wait until January, the full 2021 budget would be available, and the pre-payment could be done without exceeding the budget and triggering Area Assembly approval.

Meece' T. confirmed that we agree to pay the remainder of 2020 rent now and 2021 rent to Archives in January 2021.

Michelle H. will send an email to Ron S. and Reno (incoming Treasurer), outlining the Committee's suggestion.

Betsy G. asked if this prepayment would leave enough to fully fund the Delegate for next year, which would be the remainder from this year's budget.

Michelle H. advised that there were more than \$36,000 unrestricted funds.

Christina S. reminded the committee that the Convention Fund was also being reduced to \$7500 as well, so there would be enough remaining in the 2020 budget to both prepay the Archives Rent and fully fund the Delegate.

III. Detailed Unspent Budget Report Request – Michelle H. has requested a detailed report for the past 3-5 years with no acknowledgment; therefore, this item has been tabled.

Finance Chair Plan in Summary:

Michelle H. will continue to prepare binders, saving everything to flash drives and updating the tracker. Due to the pandemic and conflicting schedules the information will be mailed to Ron S. the incoming Finance Chair by mid-December.

Meece' T., inquired if the action items that have been completed on the Tracker should be removed.

Michelle H. advised that the items should not be removed; this would be historical data that may be used later to discover the origin of certain changes.

Meece' T., agreed that since the tracker is a workbook it could be organized by term, unfinished items could be moved to current year to assist in setting the agenda for an incoming chair.

IV. Ron S. joined later in the meeting and we addressed the following:

1. Ron S. requested help in updating the Treasurer's Report spreadsheet to make the first box mimic the third box; Christina S. volunteered to look over and formulate the sheets for the Committee.
2. On-line contribution(s) captured on second page; break-down on page 2
3. Documenting SETA Convention Back Account within the budget spreadsheet; will be done quarterly to document the Area's activity concerning this account. The Area will not keep track of this account on a monthly basis.

Next Meeting: November 21, 2020 10:00 am -12:00 pm via Zoom

Close Meeting: Responsibility Statement