

AREA FINANCE COMMITTEE MEETING

November 21, 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
Meece' T.- Finance Secretary

Kris H. – Committee Member
Michelle H.- Finance Chair

Elizabeth G. – Finance Alt.

Secretary

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

Webpage Report:

Ongoing Business:

Ongoing Business:

- SETA/STATE Convention Loss Funds line items clarification on Treasurer's Report-Betsy G.
- Committee Table Display Project-Deborah B.
- Redesign of Treasurer's Report- Ron S.
- Archives Rent Payment for 2020 Update-Ron S.
- Unspent Portion of Budget Detailed Report-Michelle H.
- Venue Contract Checklist Update-Kris H.

I. Kris H suggested to pay the full balance of Archives bill in Jan 2021 in which Ron S. would need to talk to Reino F., the incoming treasurer about the payment. Michelle H. shared concerns the importance of the hard work & ideas created from this year's the finance committee will be of importance to survive and thrive when turned over to the next rotation. Meece' T. will resend the finance committee Sept.

minutes to SETA website as it is not currently on the finance committee website. Betsy G. shared the current SETA website is in transition with preparations for SETA's new website scheduled to start 2021 December is the month for training members on the new SETA website. Kris H. will give the new finance chairman the thumb drive with a copy of all finance committee documents. He spoke to the plan for a seamless transfer of records from the current SETA website to the new SETA website is already happening and suggested saving any records & emails from the old SETA website until the new SETA website is working at full capacity. Kris H. is available to help committee members with navigation of files.

II. SETA/STATE Convention Loss Funds line items clarification on Treasurer's Report-Betsy G. will have this done for Dec finance committee meeting. This will need to be resolved for when the incoming treasurer – Reino F starts his rotation.

III. Committee Table Display Project-Deborah B. – She has purchased the board and will purchase the following pamphlets: Self Support card, Finance Guidelines and Self-Support: Where Money & Spirituality Mix. She will order pamphlets in both English & Spanish. She will create a flyer/rooster for new members to join Finance Committee. Betsy G. suggested purchasing the Self Support Packet. The purpose of the display table is to promote information about the Finance Committee for the next SETA assembly or conventions. Deborah B. will get items purchased and send all receipts for the Dec. 15th deadline.

IV. Redesign of Treasurer's Report- Ron S. – He can take care of the redesign of treasurer's report for the incoming SETA Treasurer Reino F.

V. Archives Rent Payment for 2020 Update-Ron S. – Michelle H. reports Ron S. will pay the past 3 months rent to complete all payments for 2020 year. The new incoming Treasurer – Reino F. can choose to bring to SETA about paying rent for the full calendar year starting in Jan 2021.

VI. Unspent Portion of the Budget Detailed Report-Michelle H. – Betsy G. mentioned Marshall W. from the IT committee is working on purchasing a few new computers to complete the expenditures for the 2020 year. Kris H. spoke to the fact that an email from the current treasurer should have been sent reminding budget holders all receipts need to be in by Dec. 15th and that every budget holder, who has a budget, should have all their expenses in to close the books for the final treasurer's report. Michelle H. will send an email to Ron S. regarding the above information.

VII. Venue Contract Checklist Update-Kris H. – Kris H. is still waiting for information from G-Suite and/or any forms in Google while putting together an Adobe document - transfer files in Drop-box.

VIII. Michelle H. mentioned the Finance Committee will need to meet next month to complete all tasks towards on the "Unspent portion of budget report." Betsy G. will research the SETA/STATE Convention Loss Funds line item and look through the past 10+ year's treasure reports. This will be the last item the finance committee will work on for this rotation.

Meece' T. addressed the need to elect the new Secretary & Alt. Secretary either in Dec. or Jan. depending on the new incoming chairman's schedule - will the committee meet every month or quarterly? Betsy G. shared the Western US/Canada Forum will be on Dec 19th which would conflict with

the regular Finance Committee meeting. Michelle H. suggested the Finance Committee meeting to meet on Dec. 12th at the regular scheduled time.

Michelle H. stated she is working on the following; the agenda for next month, send an email to Ron S. about a reminder to all budget holders to send all receipts by Dec 15th, and she will continue filing all Finance Committee information in the binder to be passed on to the incoming Finance Committee Chairman. Also, she will save all finance files to a flash drive – one for the Finance Committee and one for the Budget Meeting. She will get the budget worksheets ready for the 2021 Budget Meeting and mail to Ron S. a box including; all flash drives & binder from 2018-2020 rotation and a personal letter of everything she learned from the last budget meeting. Betsy G. suggested having a Zoom or Google Budget Meeting in 2021 and need for safety & wellness of all participants.

New Business:

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

Close Meeting: Responsibility Statement