

AREA FINANCE COMMITTEE MEETING MINUTES

July 18, 2020

10:00 am

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: 12 attendees

Betsy G. – Committee Member	Michelle H. – Finance Chair
Elizabeth G., Alt Secretary	Jackie S., Literature
Christina S. Committee Member	Meece’ T. - Finance Secretary
Doug D. -Committee Member	Rick M. - Committee Member
Kris H. – Committee Member	Ron S. – Committee Member
Troy B-D. –Committee Member	Cynthia B – Committee Member

New Business: Jackie S. – Literature Chair presented concerns about getting the word out regarding 7th Tradition contributions to GSO. The discussion was focused on a video embedded in a memo sent from GSO that indicated there were seven months remaining in “Prudent Reserve.” Jackie wanted to know what the Committee was doing, if anything, to get the word out.

Michelle H. expounded on the video, discussed funding the delegate and placing the video on the Finance Landing Page.

Troy B. suggested the video be placed on the SETA landing page as well.

Michelle H. agreed and wanted to include the outreach for additional contributions before/after the “Funding the Delegate” presentation.

The Committee decided that this issue couldn’t be addressed prior to reviewing an approved Area budget in August, therefore, if there would be a motion for the Area to contribute more to

GSO, then Jackie S should write, prepare and present at the Area Assembly in October. The letter, with the embedded video would be placed on the SETA landing page, the Finance landing page, as well as the Treasurer's landing page. The Committee also agreed to discuss supporting said motion in subsequent meetings as the numbers for the Area are finalized; ensuring an informed decision is made regarding a dollar amount

Tradition Eleven: presented by Elizabeth G.

Betsy G. volunteered to present Tradition Twelve at our next meeting.

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.

Ongoing Business

I. Tracker Update: Michelle H. TABLED

II. Area Online Contributions: Ron S. reported that the savings account has been set up for Zelle contributions. Deborah B. assisted in the setup and they will give a quick learning/teaching presentation on how to make contributions. The test contribution will be made by the end of the week and the details will be presented on SETA Announce to solicit any questions. The account for the SETA convention has been set up as well.

Betsy G. inquired why the motion was no longer needed?

Ron S. responded that the motion to post financials on the website is no longer needed because there are no IT nor Policy and Procedure guidelines preventing the posting of financials.

Kris H. also responded by quoting the IT guidelines, "Financials may be posted on the website as long as they do not include full names." Therefore, it has been approved, no need to beat a dead horse.

Michelle H. confirmed that this action supports how we transmit information and cutting printing costs going forward.

Troy B., asked if there would be a message sent via SETA Announce, advising the reports are available for printing.

Ron S. will send a SETA Announcement along with the Treasurer's report labeled as "non voted upon" advising that the report will also be available on the Treasurer's page. This action will ensure that those interested may secure a copy by either source.

Kris H. asked if both April and July could be sent out together?

Ron S. replied he would send them both out and they will be presented at the August assembly together.

Ron S. also advised that the SETA Convention bank account is tied to the Treasurer's email account, that way when it handed off each rotation there is oversight.

Michelle H. advised that there will be an email sent out via SETA announce with step by step instructions on how to make on-line contributions to the Area.

III. Venue Contract Checklist/Form: Deborah B.,

Committee reviewed the document. Michelle H. advised that this document was a starting point, pulled from email communications from prior contract approvals. The document will be placed in Dropbox for continuous updates, committee members may update the document themselves or email Deborah. The goal will be to have a fillable form to be used internally for a member required to secure a venue that would require contract review by the Committee. No hard deadline or due date, the goal is to complete by the end of rotation.

IV. October Motion Package

- SETA Convention Loss Fund: Michelle H.,

Michelle H. had a conversation with Debbie F., and it was confirmed that there was a loss of \$2814.36 for the 2016 convention. The factors behind the loss were captured in the checklist being prepared by Deborah and because of this experience there are several safety nets in place to avoid such a loss in the future.

The motion was updated, and the loss was reflected on the chart listing the historical data from each convention prior. Changed the column heading to include gain/(loss) for clarification. The Committee also voted to change the verbiage of the motion to include the SETA Convention has been fully self-supporting the last 10 out of the past 11 years.

Michelle H. reiterated that this would address the concerns that SETA has too much money in restricted funds, which has been an issue since the beginning of her rotation. Michelle commended the committee on the work done to secure accurate information to prepare this motion.

Troy B. would like to share the safeguards that have been implemented to avoid loss and to support the reduction of restricted funds for SETA Convention loss prevention.

Michelle H., ensured the cover letter will address ALL such precautions/measures taken by the committee, supporting the reduction of funding for Convention loss.

Betsy G., read from page B, Item e of the Area Policy and Procedure Manual, that discusses the "maximum" limit and any excess would be submitted by the Area Finance Committee to the Area for approval but the motion reads the excess would be taken from unrestricted funds.

Kris H. Asked where the "maximum limit defined?" He advised that the motion is defining the maximum amount.

Troy B. advised the motion is not only defining the “maximum amount” but also changing the disposition of anything in excess of the maximum amount.

Christina S. advised that anything in excess of the “maximum amount,” currently \$15,000, has been added to unrestricted funds to date.

Troy B. felt that it was incorrect, according to the policy and procedures manual, the excess should be presented as a recommendation by the Finance Committee for approval/vote.

Christina S. advised that the Area is following the Policy and Procedures manual because the guidance from the Finance Committee has been to submit anything in excess of the “maximum amount” to unrestricted funds.

Troy B. disagreed unless the Area was given an opportunity to vote on the Committee recommendation for disbursing said funds.

Michelle H. agreed that the excess funds should be presented as a recommendation/motion to the Assembly to vote on the disposition. The verbiage in the motion was changed to read: “a cap \$7500 should be placed on Convention Funds, any monies over the cap will be direct to the Finance Committee for recommendation.”

Kris H. reiterated that all we are attempting to do with this motion is define the “maximum limit” as \$7500.

Michelle H. suggested that we present this motion defining the “maximum limit” and create a second motion to change the verbiage in the PNP (which requires a 2/3 vote to pass) as a result of the first motion.

Troy B suggested that we include in this motion that “this language will be added to the PNP.”

Christina S., added “The Area Finance Committee would like to make the following motion, if approved this language will be added to the PNP.” The Committee agrees and the changes were made.

- Draft of motion for SETA Convention bank account will be updated via email, keep in mind the 45-day deadline for the October Area Assembly.

Closed Meeting: 12:00 noon

Next Meeting: _____ Tentatively in August, no date chosen 10:00 am-12:00 pm via Zoom