

Blue Star Mothers of American Inc.
National Finance Committee
Minutes of March 25, 2013 Meeting

Karen, FC Chair, called meeting to order at 8:13 pm, EDT.

In attendance: NFC members: Karen Stevens, Pat Soler, Anne Parker, Kathryn Venable, Kristine Wirgau and Helen Franz.

Motion was made to approve minutes from the 10/22/12 NFC meeting, subject to amendments received by e-mail; seconded and passed. Karen commented that reference to a specific BSM member should be removed and replaced with the generic "a BSM member". Committee concurred with change. Minutes will be revised and sent to committee for final review before posting on website.

Approval of 2/13 financials – Pat Soler, NP, advised that the \$4,977.64 amount recorded for "Travel: (Midyear) Executive Board Meeting" was incorrect. The correct amount is \$5,404.74. The financial statements were approved, subject to the correction.

Dept. of OK Reimbursement Request - Committee approved the reimbursement request, for 2012 travel and lodging, in the amount of \$982.99.

VAVS Deputy – Earlier this year, NT Anne Parker volunteered to assume the VAVS Deputy position. She learned a lot from attending the meeting and shared some of her experiences from representing BSMA at the 3/05-06 VAVS conference with Robin McCarthy, current Rep and PNP. They reviewed the VAVS delegates list, to ensure that the "Reps" and "Deps" are in good standing and are attending the quarterly meetings. Pat thanked Anne for jumping on board to assist in this important service area.

VAVS Reimbursement Request - A VAVS conference participant submitted a reimbursement request for a breakfast charge. The charge was incurred because the person chose not to stay in the hotel where the meal was to be offered, without additional charge. It was agreed that the extra charge should not be covered, and the reimbursement request was denied.

Financial officers' convention costs - At issue is the extra time on site, generally required by the National Treasurer and National Financial Secretary to get all set up prior to the start of the National Convention. Section 4.1.4, Special Events Policies, limits the reimbursement for these expenses to 5 nights. It is anticipated that an additional night will be needed, and the financial officers should not have to be out-of-pocket for these costs. Kathryn, NFS, proposed that we change the wording, for

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this year only, to allow for 6 nights reimbursement for only the Financial Officers. In order to address this situation for future years, clarification should be made to Section 4 of the Financial Policies, effective with our next FP update.

Website upgrades - Pat Soler, NP, expressed shock and distress at receiving an addendum to the RFP from the website vendor, Ripple, for \$30,300, a sum significantly more than was originally anticipated. In fact, the amount quoted was more than twice what had originally been approved by the convention body. After discussion of multiple concerns, the committee resolved to table further discussion, until Pat is able to communicate our issues to the vendor, obtain clarifying information and identify our options going forward.

Closed Executive Session #1 (personnel issue in regards to legal actions)

Out of closed session

IRS/Guidestar – Pat will update her findings to the committee via e-mail (sent at 11:38 pm EDT on 3/25).

License Plates – Pat asked the committee to consider an item for the online store: a BSM license plate. The design would be based on the Michigan license plate. She has contacted Service Flags to inquire about a small order. A plate might sell for \$15-20 in the store; based on an order of 500#, each would cost ~\$2.75. After discussion, the committee was resolved that it would be appropriate for Pat to purchase one plate, in order to evaluate its quality and design. The NFC gives approval to Pat to make a determination if, and only if, going forward makes sense.

Mileage - Discussions re the appropriate rate for reimbursing charitable mileage for officers and member volunteers continue. Karen, FC Chair, sought guidance from not only the BSMA and her personal CPA, but also a tax and accounting professional who consults regularly with others who serve on state boards of accountancy. As expected, he pointed out a wide range of opinions. 1) No mileage is reimbursed, at any rate; 2) Use the “safe” reimbursement rate, which is the \$0.14/mile rate prescribed by IRS for mileage used for charitable purposes with a personal automobile; and 3) Reimburse at the higher rate, and make this guidance part of the organization’s written financial policies. In this last case, the volunteer would still be limited to claiming \$0.14/mile on her own tax return. This advisor is seeking consensus from among his colleagues. Karen is awaiting further guidance from him and will report back to the committee.

Closed Executive Session #2 (in regards to a financial issue with a chapter)

Out of closed session

2013/2014 Proposed Budget and Financial Policies - Upcoming FC meetings:

Monday, April 22nd at 8:30 pm, EDT. – Two main agenda items:

1) review and discuss proposed changes to the BSMA Financial Policies for the 2013-2014 year. NFC members will submit recommendations to Karen no later than April 15, to allow time for her to consolidate our inputs.

2) begin constructing our budget for 2013-2014 year, using 3/31 YTD financials. Kathryn expects to forward the financials after April 15. Karen will forward a spreadsheet, on which we will propose amounts for the proposed budget, then brainstorm to come up with consensus figures.

Monday, May 13th at 8:30 pm, EDT.

Meeting adjourned at 11:23 EDT

Respectfully submitted,

Helen Franz

4/20/13

4/22/13, Amended