

2020-2021 BSMA Finance Committee

Sunday, December 6th, 2020
6.00 p.m. PST, 9:00 p.m. EST

MINUTES

Proposed Attendees: Anne Parker, Committee Member
Brenda Ternullo, Committee Member
Carla Brodacki, National President - excused
Christine McCracken, Committee Member
Diana Evans Vance, National Treasurer
Genevieve Schindler, National Financial Secretary
Julie Straw, Finance Committee Chairwoman

Meeting called to order at 6:09 p.m. PST/9:09 p.m. EST

- I. Approval of November minutes – Motion made and carried with one abstention to approve with noted corrections the November Financial Committee Meeting Minutes
- II. Review of November financial statements – provided via email prior to meeting. Motion made and carried to forward the November financials for audit to the NEB.
 - Funds from NY12 have been received and deposited under “closed chapters”/November balance sheet as well as a large box of materials from this chapter. Anne Parker requested an inventory of what is in the box.
 - Uncashed checks to VA Medical Centers – VAVS Offices were all sent written inquires via USPS; 1 response has been received thus far
 - A list of recently issued “due to” chapter checks for Sept-Oct-Nov was posted in November newsletter – a few questions have been received
 - A list of uncashed “due to” chapter checks from 2019-2020 and before was posted in November newsletter – there have been a few inquiries with resolutions
- III. FYE 08312020 Audit process – contacted for banking information by CPA who is continuing this process – needs to be done by Jan. 15, 2020
- IV. CFC Application due January 31, 2021
 - A. Training update – Gen Schindler, Diana Vance & Christine McCracken attended both Part I and Part II training sessions last week
 - B. Application process
 - Must do online and must do the full application this time
 - Discussion of whether this program generates enough donations to justify applying again
 - Brenda, Diana, Gen, Anne and Christine will meet on Sunday, Dec.13 via Zoom at 12N PST/3 p.m. EST to work on upcoming CFC application; Brenda will issue Zoom invitation

- V. Compliance issues
- A. State registrations delinquent or non-existent – There seem to be a number of chapters who are unaware of/unwilling to follow through on this requirement.
- Mentors seem to not consistently emphasize this requirement to their chapters.
 - Discussion of a committee of “compliance mentors” working under 4VP
 - Discussion of sending 4VP the filing spreadsheet that Christine McCracken has assembled
 - Discussion of posting the filing spreadsheet under chapter resources
 - There needs to be an article in the next newsletter emphasizing that these filings are not optional. Julie Straw will submit to 2VP.
 - Refer this problem to the NEB for discussion
- B. Financial information missing discussion
- VI. Convention postponed until Aug 2nd - 6th, 2021 – no update
- VII. Online Store & Nat'l Treasurer update
- A. Re-stocking and inventory update – no major changes; restocking of mailing materials occurring
- B. Replacement debit card arrived and in use
- C. BSMA check will be reordered this month
- VIII. Nat'l Financial Secretary
- A. Records retention – nothing to report
- IX. Website – Report on training for Asst. Webmaster
- X. Committee working on State filing requirements – 10 states left to complete
- XI. Chapter Grant program
- A. Follow up on chapter response or return of funds - all 2019-2020 recipients have fulfilled their requirements
- B. Current year grant applications to be considered
- CA30 – Existing chapter – Blue Star Mothers/Gold Star Mothers Banquet
 - FL13 - New chapter – supplies, postage, recruiting
 - TN6 – New chapter – chapter start up
 - KY6 – Existing chapter – making handmade items to sell at local craft store as a fundraiser for chapter/for supplies
 - OH64 – Existing chapter – assemble & distribute 25 care packages for homeless veterans in Hamilton County
- C. Discussion of the need for compliance of grant recipients with state filing requirement fulfillment
- D. Discussion of compliance with state mandates in regards to Covid-19 by grant recipients
- E. Motion made and carried to approve all submitted chapter grant requests received

to date, with the condition that existing chapters must have their completed compliance confirmed by 4VP before grant monies are disbursed and carried.

- XII. Discussion of Dept MN inquiry concerning Venmo or Google Pay accounts
- Google Pay, Pay Pal and other such accounts need to be set up and treated just like any other financial account. No personal names (Chapter Name only). Must be held by the chapter's financial officers only. Must follow all accounting procedures outlined in BSMA Financial policies.
 - Venmo is no longer accepting non-profit customers

XIII. Basic Banking Practices or "Cliff Notes" tip sheet development - need ideas

XIV. Other new business – none

Adjourned at 7:40 p.m. PST/10:40 p.m. EST

Next meeting: Sunday, January 10th, 2021 4:00 p.m. PST, 7:00 p.m. EST