



2020-2021 BSMA Finance Committee

Sunday, July 18th, 2021
4.00 p.m. PDT, 7:00 p.m. EDT

MINUTES

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

Meeting called to order at 7:09 p.m. EST; 4:09 p.m. PST

- I. Approval of prior minutes (June) – **Motion to approve the minutes of the June Finance Committee meeting as presented; motion carried.**
- II. Review of financial statements – **Motion to approve the April and May financial statements and forward them to the NEB; motion carried.**
- III. CFC Application pending review
 - A. Application approved
 - B. CFC listing fee paid earlier this month
- IV. Convention Aug 2nd - 6th, 2021
 - A. Boxed lunch after WWII Museum - \$7.99/box – enough in budget to cover this
 - B. Nametags are done
 - C. Further printing can be done at hotel
 - D. Delegate Count – 176?
 - E. Don't need to send flags from Virginia – We're using LA's
 - F. Voting paddles will be donated by OH9
 - G. Grandma shirt will end in 9 days
 - H. Will need to pay/update this week for
 - a. Marriott
 - b. WWII Museum tickets
 - c. Boxed lunch
 - d. Bus totals for WWII Museum field trip
 - e. Meal totals will go in Tuesday
 - I. Meet and Greet – will be traditional Southern dessert – add this information to next Convention Chatter
 - J. Julie Straw will print 200 copies of the financial documents for Convention
- V. Online Store & Nat'l Treasurer update
 - A. Store restocked and in process of final packing for shipment. Crates have been cleaned, "BSMA" spray painted on them, and numbered. Two additional crates purchased (total of 8 crates). Contents inventoried for each specific crate on a spreadsheet and in process of determining the value of each crate.

- B. Store Closed on July 15th at 11:59 p.m. – all orders have been shipped
 - C. Store order form generated and printed
 - D. Working on finalizing bus order for WWII Museum field trip as well as tickets
 - E. Airline re-scheduling and purchasing of airport shuttle tickets for NEB, etc. completed
 - F. Variety of expenses relating to Convention including materials for centerpieces, bags, pins, folders, pens, printing and more.
 - G. Completed renewal application for Directors/Officers insurance, submitted, accepted, awaiting billing
 - H. Arrange FedEx shipping for a number of items to Convention
 - I. Paid CPA's fee for audit and tax preparation
 - J. Updating NT transition document
 - K. Uncashed checks notice
 - 1. All outstanding VAVS checks to VAMCs have been journaled out and replacement checks have been sent to those three facilities
 - 2. Small number of old uncashed "due to chapter" checks – working on them
- VI. Nat'l Financial Secretary
- A. Records retention – no report at this time – Ann Parker offered to help
 - B. NFS needs to purchase replacement boxes for some and purchase additional boxes
 - C. Records for chapters that have been closed for over 8 years old can be shredded; inventory list should be made of what shredded and document the shredding and maintained
- VII. Website – no updates
- VIII. Chapter Grant program - FL15 New chapter application – startup costs
- A. **Motion to accept FL15's chapter grant application contingent upon receiving new charter application fees and membership fees; motion carried.**
 - B. There is \$500 left in the fund (1 new chapter & 1 existing chapter)
- IX. Zoom meeting June 12th for Chapter Financial Officers
- A. Suggestion to have Finance Zoom calls quarterly – develop a calendar
 - B. Positive feedback of the June 12th Chapter Financial Officers' Zoom call
 - C. Need to add a Compliance Zoom call added to training meetings
- X. Convention Financial Presentation
- A. Outline of session
 - a. Audit Reports
 - b. Proposed Budget for FYE 08/31/2022 (Condensed Version)
 - c. Proposed Financial Policies for FYE 08/31/2022
 - d. Informative Session – handout
 - B. Coordinate Power Point presentation with Brenda Ternullo
- XI. Other new business

Meeting adjourned at 8:10 p.m. EST; 5:10 p.m. PST.

Next meeting: Anybody's guess.