

AREA 15 FINANCE COMMITTEE MEETING

April 6, 2024

Members Present:

Jim G. Member

Tom W. Member

Donna W. Area Chair (Ex Officio)

Karen V., Treasurer

Alan T. , Secretary

Meeting opened with Serenity Prayer

Committee Members and Guests were introduced. Jim advised Wayne H., Finance Chair, was unable to attend this weekend's Assembly.

Jim welcomed the working Committee and explained how the committee operates for the guests in attendance.

SECRETARIES REPORT -

The Minutes of our January 6, 2024 Meeting were reviewed. There being no objections or changes to the report the minutes were seconded and accepted.

TREASURER'S REPORT

- CONTRIBUTIONS REPORT

- *It was noted Group Contributions for 1st Quarter 2024 were \$2, 944.78 below those collected in 1st Quarter 2023.*
- *Contributions can now be made to the Area using PayPal, USPS Mail and the new feature of Zelle. In the last month 5 Zelle Contributions have been received.*

- BUDGET VS ACTUAL YEAR TO DATE REPORT

- *Income for 1st Quarter is in line with projected 2024 Budget amounts*
- *Committee expenses are below 2024 budget projections*

- TRANSACTIONS REPORT

- *The Transactions Report was reviewed. It was noted some member last names were showing in the memo field. Our Treasurer with the assistance of our Area Web Servant was able to quickly reformat the report for distribution at the Area Business Meeting.*

- BANK ACCOUNT BALANCES

- *No Comments*

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- *HOTEL DEPOSITS*

- *No Comments*

NEW BUSINESS

Donna noted District chairs are paying their Finance Committee Members to attend the Area Assemblies. As the Finance Committee is a working Committee there is limited time at the meeting for the District Finance Chairs to actively participate in the meeting. There was thoughtful discussion on the possibility of the Finance Committee having interim Zoom meetings to review Financial transactions. Although this is a possibility there may be an issue in reviewing the entire quarter of transactions given the short timeframe between the end of the quarter and the Assembly Financial Committee Meeting. A possibility would be to review 2 months of transactions and then review the final month of transactions at the Assembly. This may free up time for District Finance members to ask questions or discuss District issues. Some suggested topics included 1) How do District Finance Chairs interact with Treasurers. 2) How to complete budgets.

Bob M. is our new Tax Accountant. Bob replaces our previous tax accountant who retired. He attended our meeting briefly for introductions and to update the Committee on the status of the 990PF filing. An extension has been filed so our 2023 990PF will be filed November 15, 2024. The annual fee for tax accountant services was reviewed and it was agreed the annual fee for 2024 will be \$750. A formal engagement letter still needs to be finalized.

We had a detailed discussion on clarifying the 2025 Budget Process. A motion was made and approved to have a virtual meeting within the next several weeks to discuss details and implementation strategies for the 2024/2025 budget cycle. The date for this meeting will depend upon Wayne's availability. Key items will include budget responsibilities for the Panel Members and Committee Chairs, timelines for submission of budget requests, reviews and clarification of requests, and development of draft of 2025 budget. The finance committee members may need to assist members who are unfamiliar with the preparation of budget requests.

Donna advised the Committee of efforts underway by the Current Practice Committee to update our Area Legacy of Service document. This is an effort to have current job responsibilities available for the body prior to our October elections and to clarify steps which may facilitate the onboarding of new Officers and Committee Chairs. The Finance Committee may need to participant in this effort as it pertains to tasks relating to the preparation of Budget Requests.

Finally in reviewing the Legacy of Service for the Finance Committee it was noted there is no procedure for the archiving of Agenda's and detailed minutes of the quarterly Area Finance Committee Assembly meetings. It was suggested by our Webservant that a TAB entitled Secretary Minutes be added to the Finance Committee document page to house these documents. This was agreed to and the placeholder has been created. Current and 2023 Minutes will be added shortly.

REVIEW APRIL ASSEMBLY MOTIONS

Motion A:

To increase funding for a member of the Area 15 Treatment Facilities Committee to attend the national Bridging the Gap Workshop from \$800, as approved by the Area 15 body in 2008 via Motion 623, to \$1,000. The request reflects an increase of \$200. Should the cost to attend the workshop increase in future years, the Treatment Facilities Committee will include the increase in its budget request to the Area 15 Finance Committee for the following calendar year.

Submitted by Mike B, Area 15 Treatment Facilities Committee Chairperson, on behalf of the Area 15 Treatment Facilities Committee

Background A:

The Treatment Facilities Committee requests an increase of \$200 to the existing \$800 amount that Area 15 defrays for a member to attend and represent Area 15 at the annual national Bridging the Gap Workshop. Since last visited (2008), inflation has dictated we request this modest increase into this Committee's budgeted line item.

Mike B. from the Treatment Committee attended the Finance Committee to address any issues on the motion. Tom commented that in the future additional requests will be included in the budget.

The Committee determined there are current funds available to support this request. It was noted costs for this Conference will vary depending on conference location and travel expense. Such fluctuations will be accounted for as part of the standard Area 15 Budget Reporting process.

Motion B:

That the GSR sharing sessions, currently held at South Florida Area 15 quarterlies on Saturday from 2-3 p.m., be moved to noon-1:50 p.m. so that both GSRs and DCMs may attend to be better informed. Respectfully submitted by Spence S, DCM, District 5

Background B:

The South Florida Area 15 Summer inventory revealed a desire for change so that GSRs could better understand the responsibilities of their position. And to also have better communication about experiences, concerns and successes within their groups.

This motion was withdrawn.

Meeting was adjourned followed by the Serenity Prayer

Respectfully submitted,

Alan T.

Secretary, Area 15 Finance Committee