

Budget & Finance Committee Call

Minutes – August 26, 2014, 3:00 pm EST conference call

The call was convened Tuesday, August 26, 2014 at 3:05 pm EST.

Members present: Jane Federowicz, Linda Lulli, Peter Barnes, Barbara Carroll, Chris Byrd, Andy Brantley, Rob Shomaker, Glee Wilson

Revenue Update

Jane began the meeting with a current revenue update for dues, surveys, boot camp and UHE registrations and ACON revenue. Dues revenue is 98.72% of budget. It is too early in the fiscal year to compare survey, boot camp and UHE revenue. Rob discussed the possibility that we may not reach the budget registration numbers (currently at 819, budget 942) for ACON due to San Antonio not being as much of a draw as our more recent annual conferences. Sponsorships have exceeded budget, but exhibit booths are down due to the fire marshal reducing the number of booths allowed in the exhibit hall.

Region treasurer call

Jane and Glee had a conference call with 3 of the region treasurers to review the payables process for expense reimbursements. Jane shared a list of allowable and non-allowable expenses that the treasurers should follow. Discussion was also held on the gray areas and how to make decisions on these areas. There will be future calls to review the year end financials, gain share calculation and RMDS budget process.

Western Region Learning Event

There has been some discussion among region board members that they would like to send at least one representative to the Western Region Learning Event next spring. Discussion was held on the possibility of using gain share funds to cover these expenses. Andy and Linda will query the national board region representatives on a call to be held soon to see if the regions are interested in doing this. Then, the B & F Committee would have to approve the use of gain share funds outside of the budget and forward to the national board at their December meeting for their approval.

The hotel contract for this event is almost complete. Then, Rob and Lisa can complete the budget which will be presented to the B & F Committee for their review and approval at their next call. It will then need to be sent to the national board for their approval.

Midwest Region use of RMDS funds for conference activities

Jane discussed the practice of the Midwest Region using RMDS funds to pay for board member's conference travel expenses. The region has been doing this for a number of years and recalls that they were told that as long as their conference met the 5% conference profit requirement, these expenses were allowed. Board policy specifically prohibits using RMDS funds for conference expenses. After discussion, the committee agreed that the board policy must be followed.

Conference scholarships

During the region treasurer call, the Midwest region treasurer, Jennifer Kirtlink, asked about conference scholarships. Their region has not offered these in the past. She wanted to discuss this with the region board to see if they would be interested in this program. Discussion was held and the consensus was that if the region wants to offer them for the 2015 conference, they need to submit a request to this committee and ask for an exception this year. This is the procedure used last year for Eastern Region. Then, if the committee approves, the national board can review and decide how to proceed.

Jane and Glee (with assistance from Lisa Hayden) reviewed the current scholarship procedures and propose to align the regions as to dollar amount and expenses covered. The balance available for travel expenses will vary by region due to different registration rates and hotel room costs. The scholarship should cover expenses in this order:

- Conference registration
- Pre-conference workshop registration
- Hotel (Lisa will include on the master hotel list)
- Travel expenses

A special expense report has been created which will be pre-populated with the first three items and will calculate the balance available for travel expenses. We plan to use the special expense report for the 2015 conferences. Since the budgets were approved with the difference scholarship amounts though, we will have to proceed with the budget amounts for the 2015 conferences (Eastern 10 @ \$1,000, Southern 5 @ \$1,500).

Investment review

Jane reported that our mutual fund investment increased in value \$37,415 during the quarter ended June 30, 2014.

Jane, Andy and Glee will have a discussion with George Fleeson at Wells Fargo and request his recommendations for our funds and report to this committee in October. A performance report with recommended changes, if any, will be made to the national board at the December board meeting.

Treasury Management RFP

Glee discussed the reasons for presenting an RFP at this time. We have never had another financial institution review our services and fees since the move to Knoxville in 2003. Peter and Barbara suggested that they give the RFP to their institution finance staff for a quick review. Chris suggested that we indicate the specific staff personnel by title that will evaluate the proposals. Glee will be sending the RFP to five banks (including our current bank, First Tennessee) on Wednesday, September 3.

Audit

The draft report for the annual audit was received today. There were no adjustments made or concerns raised. A clean audit opinion will be rendered. Glee, Andy and Rob will review the report and request changes as necessary. Mike Parton, partner at Coulter and Justus, will join us on our next call to discuss the audit.

The meeting was adjourned at 3:54 pm EST.

Next scheduled call

The date of the next call is Tuesday, September 16, 2014 3:30 pm.