

Minnesota Women of Today
Finance Committee Meeting May 24, 2019 – 6:00 PM
Monticello – Resurrection Church

Meeting was called to order by chair Mary Hansen at 6:00 pm.

Members attending were: Brenda Sather, Mary Hansen, Jane Hanson, Amy Pumper, Sharon Erickson, Wendy Homyak, Jane Holmberg, Lisa Hahn, Jeny Ohr, Cathy Shuman, Katie Castro and Christine Harkess and online Jen Kinzer, Cindy Golbuff, and Cindy Umland.

Jane Hanson agreed to be Secretary.

- Additions to Agenda; add to W&M promotional money to chapters. Add to finance fundraising Canterbury fundraiser. Add to New Business; USWT National Convention bidding, Audit.
- March 2, 19 minutes were approved as presented.
- Email vote for pop sockets vote passed.
- Email vote for Blue Notebooks vote passed.

State Store Report – Jane Holmberg

- Store is sold out of almost of everything;
- Store items – looking at larger bags and zipper pouch were suggestions.
- Discussion about using a cash drawer rather than the cash register. We will look at cash drawer option when the cash register does not work.

Finance Report—

- Financial reports presented
M/S/P Cathy/Sharon move to write off Alexandria WT AR balance of \$11.
- Discussion around chapters having large balances on AR and continuing to charge renewals. Decided that at each finance meeting we will review the AR listing and identify chapters that a form letter from the FVP would be sent notifying them of the balance and that this would need to be paid before additional credit would be extended. This will be reviewed on a case by case basis.
- M/S/P Jane/Jeny move to approve 19-20 budget with income of \$93,275 and \$93,184.

Chapter Service Center Report—Katie Castro

- No CSC requests.
- 990 can begin to be filed June 1.
- Insurance transition went well.

7. Ways & Means Report—Finance Committee

- W&M Donations – \$2,746.71
- Promotionals:
 - 1) 2nd Trimester – Coffee \$320 profit
 - 2) 3rd Trimester – Bakeless Bakesale \$ 805
 - 3) \$20 Gift Certificate Lucky Buck at Area meetings - \$355
 - 4) First Trimester Promotional – Cards for a Cause
M/S/P Jane/Amy move to have Cards for a Cause for our 1st promotional with a profit up to \$13 box on a \$30 box of cards. Amy will investigate this promotional further and let us know if there is any other action needed by the finance committee.
 - 5) M/S/P Cathy/Sharon move to offer 20% rebate for promotionals to chapters; must earn at least \$20 in rebate and request from the FVP.
- Special Fundraisers
 - 1) 50/50 raffle at annual raised \$306

2) Canterbury Fundraiser – Using Sign Up Genius so that any number of people from an organization can sign up to work an event. \$10 per hour per person. 6-8 hour shift. Amy and Jeny will be the contacts for sign up.

- M/S/P Amy/Cindy G. move to hold a gift card lucky buck at fall state. Jane to chair.
- M/S/P Katie/Lisa move to hold a Howard Soap fundraiser at fall state pending their availability.

Old Business

- M/S/P Cindy/Amy move to accept Executive Director contract as presented.
- Past Winter State Convention profits were reviewed and discussed. Winter State 2020 will be held at the Double Tree. Katie will begin looking at venues for future Winter State conventions that will not lose money.

New Business

- M/S/P Jane/Katie move to approve Christine Harkess as accountant for 2019-20 year.
- M/S/P Jane/Lisa move to pay out president mileage to President Brenda in the amount of \$414.40
- M/S/P Jane/Jeny move to designate 137.62 to convention service project.
- M/S/P Jane/Lisa move to designate 142.09 to pe manuals
- M/S/P Jane/Amy move to renew lease for chapter service center rent for \$425 per month.
- Website/Webmaster contract - no changes
- M/S/P Katie/Jane move to order up to 108 president campfire mugs at 5.61 and selling for \$7 or 144 at 4.48 each selling for \$7 if the quantity of 108 cannot be ordered.
- The following policy was adopted for chapters/districts wishing to bid for a US convention.
Any chapter/district intending on bidding for a US WT national convention needs to have prior approval of current FVP, COB and ED, submitted in writing with registration, budget and contract before bidding. Venue contract should be approved by same contacts before signing.
Any members wishing to bid for a US WT national convention in the name of MN Women of Today would need to follow policy guidelines to get proper approvals before bidding.
- Quarterly Audit review – accountant will forward quarterly federal and tax reports and the latest bank reconciliation to the FVP, President and finance committee reviewer each quarter. Reviewer will meet with accountant and review year end records by the summer finance meeting.

Adjourn at 8:44 pm

Next meeting will be scheduled by incoming FVP