

# FINANCE COMMITTEE MINUTES

September 29, 1994 Convene 3:00pm

Committee Attendees: Bob Merrick, Mike Hogarty, Roy Abramowitz (Ex-Officio), Randy Nutt, Forrest Sullivan, Tom Brunson, Anna Lea Roof, Frank Newquist, Richard Smith, Lucy Johnson (Ex-Officio), Jeanne Ensign (Ex-Officio), Dave Zander (Chair).

Others: Ted Hartz, Jack Buchanan, Dorothy Donnelly.

I. Last Years's Convention Minutes

MSC to approve.

II. Treasurer's Report

Cash balances approximately \$420,000, as of 6-30-94 with \$91,949 in Dreyfuss, \$110,267 in Fidelity, \$69,026 in checking account, and \$150,000 3-month to 1 year CD's. MSC to approve report. MSC to approve amending the corporate banking resolution to increase the Treasurer's signing authority from \$20,000 to \$100,000. Rationale: Officers were bonded in 1993 to \$100,000, to increase to \$250,000 in 1995, the existing CD's are in the amount of \$25,000 each, and at certain times of the year checks are written to Jardine and Swim Magazine in excess of \$75,000 per contractual arrangements. This change would streamline the payment process and minimize delays in payments.

III. Controller's Report

MSC to approve the report for 12-31-93 and 7-31-94.

IV. Internal Auditor's Report

MSC to approve the report. Only minor change in certain procedures were recommended. Committee concurred with all and will formally respond to Internal Auditor and Executive Committee.

V. National Office's Expense Control by the Executive Committee

In 1993 the House of Delegates approved the Finance Committee's recommendation that the Executive Committee annually review the National Office's expenses. The Finance Committee chair will write a letter to the Executive Committee listing the items the Finance Committee would like them to examine with regard to National Office expense control. FC Chair to submit list by Nov. 15th.

VI. Old Business

- A. MSC to approve 1993 over budget items for the President, Vice President, and Convention Committee.
- B. MSC to approve the 1994 Legal Counsel bill in excess of budget.
- C. Internal Auditor and Committee expressed concern over the increased incidence of failure to follow Financial Operating Guidelines (FOG) with regard to the bid process. Anna Lea Roof, Jeanne Ensign agreed write a cover letter that will accompany FOG that will be sent to all Officers and Standing Chairs. Submit completed version - Nov. 15th.

V. New Business

- A. Unless otherwise prohibited the Controller will accept invoices from 3rd parties and use the same established approval cycle for payment of these expenditures.
- B. MSC to approve the acquisition of "Phone Cards" for the Executive Committee as a "pilot project". Randy Nutt agreed to research the available options. Reports finding by Nov. 15th.
- C. Discussed amending FOG with regard to which committee members or officers are approved to enter into bid contracts on behalf of USMS. (See FOG VII A.) Tabled until FOG revision discussion.
- D. The Finance Committee Chair asked the Controller to investigate the possibility of purchasing bookkeeping assistance for himself. After committee discussion, item was tabled till next year.
- E. Assignment of tasks for next year:
  - 1. New budget format for Committee's financial reports: Mike Hogarty and Lucy Johnson, to approved by Controller. Submit finalized form to Committee - Dec. 1st.
  - 2. Budget form item preparation: Committee members will be assigned groups of committees/individuals responsible for budget items for communication and coordination toward compiling the 1996 budget.
  - 3. Data entry assistance for Controller: Table till next year.
  - 4. Rewrite and clarify duties of Controller, Internal Auditor, and Treasurer relative to financial statements and internal audit: Roy Abramowitz, Jeanne Ensign, and Lucy Johnson. Have ready for approval to committee no later than Feb. 1st.
  - 5. Review Rule Book and FOG for conflicts: Roy, Jeanne, and Lucy - Feb. 1st.
- F. Discussion regarding the disposition/utilization of the Integrated Software package has been tabled till next year.
- G. Committee Chair will contact Zone Chair to inquire about the possibility of adding "Transition Budget" items to the questions asked of slate of candidates.
- H. Cover letter to be written to all Standing Chairs requesting them to please inform the Finance Committee of all new items/projects they intend to do during the upcoming year that will have financial implications for USMS. Lucy will write. For some "Non-routine" budget line items, will ask committee to submit

a formal presentation about their plans/projects for the coming year. The "Non-routine" items will be assigned a 5 minute presentation and 5 minute question and answer period pertaining to their budget requests to the Finance Committee.

Adjourn 7:30 pm and Reconvene September 30, 1994 10:00 am

Committee Attendees: Bob Merrick, Mike Hogarty, Roy Abramowitz (Ex-Officio), Randy Nutt, Forrest Sullivan, Tom Brunson, Anna Lea Roof, Frank Newquist, Richard Smith, Lucy Johnson (Ex-Officio), Jeanne Ensign (Ex-Officio), Dave Zander (Chair).  
Others: Karen Deal, Diane Black, David Lamott, Jim Wheeler, Rich Burns, Nancy Ridout, Mary Lee Watson, Betsey Durrant, Dorothy Donnelly.

Adjourn 12:30 pm Reconvene 2:30 pm Adjourn 7:00 pm Reconvene 10:00 pm Adjourn 11:00 pm.

J. MSC to approve the budget(See Exhibit A).

K. MSC to approve the changes to FOG (See Exhibit B). See Exhibit C for FOG in it's entirety.

**ACTION ITEMS:**

Approve the budget as recommended by the Finance Committee (See Exhibit "A").

Approve the overbudget requests to the 1993 and 1994 budget.

Approve FOG amendments (See Exhibit "B").

Require the Marketing Committee to have received firm commitments from potential sponsors/funding sources prior to incurring expenses for the 1995 USMS Planner and/or the proposed projects.