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**Agenda – July 15, 2023**

**District 5130 Budget and Finance Committee Meeting Agenda**

**Zoom Meeting**

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| Chairperson: | Tom Boylan |
| Present: | Jennifer Strong, Jim O’Grady, Darrenn Patterson, Klark Swan, Carol Martin |
| Absent: | Dustin Littlefield, Kristine Redko, Michael Murray |
| Guests: | Barbara McChesney, Valerie Hulsey |
| Recorder: | District Secretary Mary Crumley |

Meeting began: 9:36am

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| **Agenda Item & Presenterer:** | **Topic** | | **Conclusion/Action** | | **Follow-up**  **Responsible Person and Date** | |
| Welcome | Call meeting to order/Welcome and introduction of guests | |  | |  | |
|  |  | |  | |  | |
| Action Item 1.  Financial Reports  *Carol Martin* | Review and approve financial reports:   1. Draft 6/30/23 financials 2. Accounts Receivable as of 6/30/23 - 4 clubs owe for RYLA 3. Accounts Payable as of 6/30/23 4. Y/E activity for Q4 not included 5. 2023-2024 Budget (Boylan) (#2) 6. 2022-2023 Reserves discussion (Strong) needs to happen within 3 months of tax return.   Accounting Items pending:   1. Grants Chair is preparing final Grants Report. See worksheets attached for: District Match Grants (#3) & Environmental Grants (#4). 2. PI & Branding Support Grants worksheet (#5). 3. RYLA 2023 – Net profit $5,185. Budget to Actual (#6) plus update report from RYLA Chair, Cassie Pitkin (#7) 4. Review classifications on P&L and prepare budget vs actual for 2022/23. Please DG-line review your columns by 7/31/23 so updates can be made if needed. 5. Western Safari - Youth Exchange: Pending Y/E accounting.   Informational   1. Registry of Charitable Trusts situation update (#10) 2. Change in Payment Processor for DACdb registrations (#9) | | M. Jennifer Strong  S. Jim O’Grady  Pass: 100%  YE 4th quarter not updated as of this meeting.    RE: budget:   * Consider raising the registration fee for Dist. Assembly to $65 to help offset budget deficit. * Consider a sliding scale for D Conf refunds.   RE:Charitable Trusts: Carol has submitted info requested. Waiting to hear back. | | Klark will assist Carol in getting YE financial information from YE Committee  Carol requested a budget meeting with Tom, Jim and Kristine to review D Con budgetary expenses. | |
| Action Item 2:  *Tom Boylan* | RI Convention Bid invoice received from District 5150. See attached invoice & email from PDG Wulff Reinhold (#8) | | This is for the site visit.  Agreed to pay invoice | | Jim will speak with the chair to ask for more information, including if other invoices will follow. | |
| Discussion Item 1 | Financial Oversight Committee (previously known as Audit Committee) Review meeting needs to be done before the next board meeting in October.  Kathy Flamson to chair & schedule. | | This is a process review with a 3 person team. | | Follow up in Oct. | |
| Discussion Item 2  *Jennifer Strong*  *Jim O’Grady* | $17K DC reservation fee (reserve budget) - update. | | Jim is working on holding a Peace Conference with 8 surrounding districts in Jan 24th-26th,2025 @ Doubletree in Rohnert Park He is looking for a chair. | |  | |
|  | **Items for follow up at next meeting:** | |  | |  | |
| **Item** | |  | | **Owner** | |
| Registry of Charitable Trusts situation update (#10) | |  | | Carol Martin | |
| RI Convention Bid invoice received from District 5150. See attached invoice & email from PDG Wulff Reinhold (#8) | | Jim will speak with the chair to ask for more information, including if other invoices will follow | | Jim O’Grady | |
| Financial Oversight Committee (previously known as Audit Committee) Review meeting needs to be done before the next board meeting in October. | |  | | Kathy Flamson | |
| Hold a budget meeting with Carol, Tom, Jim and perhaps Kristine to tweek the budget by line. | |  | | Carol Martin | |

Meeting Adjourned: 10:47am

M: Jennifer Strong

S: Jim O’Grady

Passed: 100%