

Minnesota Women of Today
MINUTES - Finance Committee May 22, 2020
Zoom Meeting

1. Call to order at 6:04 PM – FVP Amy Pumper
2. Welcome guests and members: Amy Pumper, Mary Hansen, Jeny Ohr, Tevyan Sorensen, Sharon Erickson, Lisa Hahn, Brenda Sather, Illeana Miller, Katie Castro, Wendy Homyak, Anna Nichols, Jane Hanson, Cat Shuman, Cindy Umland.
3. Secretary – Cat S volunteered
 - a. Additions to Agenda: 9. New Business – Designations for Balance Sheet
 - b. Approval of March 7, 2020 minutes – approved with change to motion to adjust budget amount and account for Membership VP
 - c. Email vote: Motion by Ohr/2nd by Kocak-Jones that we postpone the 2020 Annual Convention fudge fundraiser and hold it at a later date; approved with 12 Yes, 0 No, 2 non votes.
4. State Store Report – Jane Holmberg (absent) – given by Mary Hansen
 - a. Sales Update – some email sales; will keep promoting
 - b. Store items - orders/recommendations: set up clothing online store – after discussion M/S/P Shuman/J Hanson to work with Carolyn Fortier through her business, Warroad Threads, to set up an online clothing store for MNWT by August 1st. FVP Mary Hansen will chair this, committee of Jane Hanson, Katie C, Cat S.
 - c. Online State Store – needs to be updated, remove old clothing information, add pictures of new items, review how it works and update as needed
 - d. Other – was reported that one of the new tote bags had the logo and wording come off; Amy P will follow up with the person
5. Finance Report— Amy P
 - a. Financial reports (Balance Sheet, Budget to Actual) - reviewed
 - b. A/R--credits on acct, NSF's, and write offs) – Katie updated the chapters that had paid which reduced the total to \$2235.80. Amy P will continue to follow-up with chapters that haven't been received
 - c. Approve 2020-21 budget: Amy P presented the budget that was prepared earlier. M/S/P Jane Hanson/Lisa Hahn to approve the 2020-2021 budget with income of \$84,505 and expenses of \$84,490 to be presented at Fall State convention. (Note: Accountant made an adjustment to the copier lease and the budget was re-approved by email vote.)
6. Chapter Service Center Report—Katie Castro
 - a. CSC requests - none
 - b. Filing updates (990 & annual renewal) – reminder that chapters need to file by Sept 1st; after that late fee will be imposed
 - c. Insurance update – Katie noted that the service from the new vendor has been great

7. Ways & Means Report—Finance Committee – by Amy P
 - a. W&M Donations – total at \$2951.99 and there are still a few donations coming in so Amy will exceed her goal
 - b. Fall State Vendor – Howard Soap or Tupperware – Brenda Sather will confirm again with Howard Soap that they will be attending
 - c. Fudge Fundraiser? – hold at Annual 2021
 - d. Sheets Galore – approved for Winter State 2021
 - e. Special Fundraisers
 - 1) 50/50 raffle – could not hold this at Annual 2020; bring up at next Finance meeting
 - 2) Gift Card Lucky Buck? M/S/P Jane Hanson/Sharon Erickson to hold a gift card lucky buck auction at Fall State convention. Jane Hanson and Lisa H will chair.
 - 3) W&M raffle for Winter State – bring up at next Finance meeting
 - f. Canterbury fundraiser update – Amy & Jeny are chairs; this is on hold until Canterbury opens to the public again
8. Unfinished Business
 - a. Finance Committee members up for renewal - Lisa Hahn, Cindy Umland, Cathy Shuman, Laura Gaylord, Cindy Golbuff, Jane Hanson, Sharon Erickson, Wendy Homyak, and Brenda Sather. All confirmed that they would like to stay on the committee except Cindy G and Laura G, who were not present. FVP Mary H will check with those two and present a motion at MNJOTS to approve members for the committee.
 - Members by virtue of position: Past Chair Amy P, SS Manager Jane Holmberg, FVP Mary Hansen
9. New Business
 - a. Accountant approval – M/S/P Jane Hanson/Lisa Hahn to approve Christine Harkess as the Accountant for the next fiscal year.
 - b. State Store Manager approval – M/S/P Jane Hanson/ Sharon Erickson to approve Jane Holmberg as the State Store Manager for 2020-2021 fiscal year.
 - c. Executive Director contract – COB Brenda Sather discussed the review held with Exec Director Katie prior to this finance meeting. Question raised on PTO hours given for virtual hours for convention versus in-person convention. Consensus to leave PTO as is. Wording was updated to complete the review process by March 1st and approve the contract by the May finance meeting. M/S/P Jane Hanson/Cindy Umland to approve the Executive Director's contract for 2020-2021 with proposed changes. Katie was welcomed back to the meeting.
 - d. Payout of President mileage budget – M/S/P Jane Hanson/Cindy Umland to approve a payout of \$361.20 to Cathy Shuman for the balance of her president's mileage budget.
 - e. Approve Rent for CSC – M/S/P Cat Shuman/Sharon Erickson to approve contract for Chapter Service Center rent in the amount of \$425 per month for 2020-2021 year. Brenda or Cat will update the contract and get to Katie to be signed.
 - f. Plan of Action bid approval – Mary Hansen introduced the bid that she received from the state secretary for 130 copies of the state POA at a cost of \$4.78 each. No second bid has been received. Decided to wait for additional information before approving a bid, which will be done by email vote. Katie will work with Barb Monsrud to obtain bids.

- g. Newsletter bid approval – Katie confirmed that she had been in touch with the Newsletter printer, House of Print in Madelia, and the cost for printing would remain the same for 2020-21 for 1000 copies: printing, setup, labeling, and mailing are all included. This amount was included in the budget approved earlier.
 - h. Website/Webmaster contract – M/S/P Katie Castro/Wendy Homyak to accept Daina Mirsch-Wenner as webmaster for the 2020-2021 year with \$100 honorarium per month.
 - i. Incoming President Mugs – President Illeana Miller presented her quote for 80 mugs at \$2.93 each with setup and shipping “out the door” for a total of \$482.21. State store pricing would need to be \$8 per mug at 30% mark-up. M/S/P Jane Hanson/Lisa Hahn to purchase 80 president mugs at a cost of \$482.21 and sell in the state store for \$8 each.
 - j. Add Marketing VP position – Restructuring Task Force has been working on developing this position and has a job description drafted to be presented at the Future Directions meeting in July for discussion. The Marketing VP position would coordinate marketing and promotion of MNWT and oversee the Marketing committee. This was brought to Finance so committee is aware of future budget implications. Timeline would be to implement this staff position for the 2021-2022 year.
 - k. March Planning recommendation to pay registration for Winter State chairs – Katie commented that she was not aware that registration should be covered for the chairs of the Winter State convention, although their room is covered because they share with her. M/S/P Jane Hanson/Wendy Homyak that Winter State chair or co-chairs would pay the cost for their meals rather than full registration for convention.
 - l. Winter State 2021 – Katie is working on a couple of potential places to hold Winter State and will bring that information to the August finance meeting for discussion.
 - m. Fund Designations – M/S/P Jane Hanson/Cat Shuman to designate \$137.62 for Convention Service Project account. M/S/P Jane Hanson/Cindy Umland to designate \$142.09 for Personal Enrichment Manual account.
10. Next Meetings –
- FVP Mary announced that the next Finance meeting would be August 16th.
 - Mary also noted that the mid-year budget and finance meeting would probably be the 2nd weekend of January 2021.
11. Adjourn at 8:03 pm.