



WFAA 2017-2018 Fiscal Planning Meeting Agenda

Date: March 25, 2019

Location: Remote - Zoom

Meeting Called to Order at 1:03 pm

1:00 PM – 1:05 PM - Call to Order

- Welcome, Housekeeping, Announcements Kelly Forsberg
- Roll call Kelly Forsberg
 - *Attendees: Kelly Forsberg, Linnea Hengst, Sarah Everitt, Brian Dixon, Isabel Mancini*
- Review of the Agenda Kelly Forsberg

1:05 PM – 1:30 PM

- Minutes from prior meeting Kelly Forsberg
 - Any old business?
 - *Internal Audit Procedures*
 - *Kelly drafted a checklist for internal audit procedures*
 - *Tracy Hall had requested to run it by Bea Sapp (former treasurer) at TESC; still in progress*
- Outstanding To Do List Linnea Hengst/Kelly Forsberg
 - Separation of duties from Treasurer Role to FPC
 - Adjusting By-Laws to reflect separation
 - Membership Vote required? Completed in Fall 2018 meeting?
 - *Change to bylaws to update the Vacancies and Transitions to reflect the procedures for a vacancy in the VP roles (as outlined in the bylaws)*
 - *Will require a recommendation to the EC; if approved, will be presented to the membership for a vote to approve/deny change to bylaws*
 - *Suggested wording change for vacancy in Treasurer role: "A vacancy in the office of the Treasurer, shall be filled by the Treasurer-Elect. Should the Treasurer become ineligible to serve during the first year of the two-year term, the Treasurer shall be permitted to complete the remainder of the first year in order to allow for an orderly transition. In the event there is no Treasurer-Elect to fill the Treasurer's vacant position, **the***

vacancy shall be filled by a majority vote of the Executive Committee until the next regular election for that position."

- *Kelly (or Brian) will present FPC's recommendation at next EC meeting*

1:30 PM – 1:50 PM

- New Business All
 - Next steps for FPC and new Treasurer
 - *Obtaining credit card for the association*
 - *Referenced archived 01-14-14 email from Jim DeWilde to Monique Theriault re: previous recommendation to sign up for Chase credit card*
 - *Linnea will research current credit card options with Chase*
 - *Kelly will draft some verbage for FPC's recommendation around procedure for defining card holders, credit limits and other liability safeguards*
 - Per Sarah, credit card not charged for EC meeting at Red Lion
 - Sarah will follow-up with hotel

1:50 PM – 2:00 PM

- Review of To Do List Kelly Forsberg

ADJOURN

Next Meeting: May/June 2019 Transition Meeting, TBD