

## Finance Conference Call Meeting

Thursday - March 19, 2020 7:00 PM

Meeting called to order by Chairman Robert Wilson.

Invocation and Roll Call by Adjutant Heller.

Roger Friend (6), Department Commander Charles Stennis (9), Department Treasurer, Robert Wilson (4), Finance Chairman Harold Savage (1), Member Jose Rivera (9), Member Suzette Heller (12), Department Adjutant, Secretary

All members of Finance Committee Present.

Guests: Brad Teis (10), Department 2nd Vice, Carol Allen, Rea & Associates, Rebecca Corbin, Department Fiscal Secretary

Motion made by Robert Wilson, Chairman to accept the previous finance minutes as printed seconded by Jose Rivera. ***Motion passed.***

### **Report from Carol Allen from Rea & Associates**

Carol provided updates regarding the January Profit and Loss Report Carol has been working with Maloney & Novotny and stated the accounts are ready for a fiscal year 2020 clean audit. Carol will provide a balance sheet with the P&L on the March 28<sup>th</sup> Finance Meeting. A profit and loss statement were provided covering August 2019-January 2020 and a P&L from January 2020. Carol will provide documents to the committee showing the difference in Membership comparing fiscal year to membership year.

### **Report from Adjutant Heller**

Adjutant Heller discussed her plan to develop a Membership Coordinator and a new program administrator position, with Finance committee approval and adding Marketing/Media to Jon Vulgamore to his job responsibility, once the Membership Coordinator position is filled. He is currently doing a great job maintaining the membership area and preparing for the upcoming year.

There was discussion regarding moving the fiscal year from August 1 to July 1<sup>st</sup> to coincide with the membership year. This will help with more accurate reporting of accounts payable and receivable. Carol Allen and Adjutant Heller will research and have an update on March 28, 2020 conference call.

The single bid received by Richard Corbin from Whetstone General Contracting Inc. was discussed. The bid included carpeting and painting of the 7 offices and main area of programs. This included moving and replacing office furniture.

The bid price is \$17,000. (proposal attached). Brad Teis recommend volunteers to come in and paint to cut down on the cost. He stated he will have a proposal for cost of paint. This will be tabled for a later

date and will be reviewed. Adjutant Heller proposed not using volunteers and recommended having a licensed and bonded company so as to prevent liability to the Department and to assure the job is completed as contracted.

Discussion was had based on the current situation with state forced measure provisions by Governor DeWine due to spread of coronavirus. Department Headquarters staff will be working from home Friday March 20 & Monday March 23<sup>rd</sup>. Future meetings have been set up by conference call or postponed. This will be reviewed in the following days to possibly extend staff working from home. Adjutant Heller and Rebecca Corbin will come into the office for a few hours to process mail and make deposits.

Finance Committee was informed with the information regarding the closing of the Park Inn in Toledo. Adjutant Heller and Christie White are working on a solution.

Adjutant Heller gave an update on Fiscal Policy and Operation Manual. Finance committee will review Fiscal Policy and Constitution and Bylaws change with adding the commissions before being sent to the Executive Committee.

The Finance Committee will be added to the Tuesday Executive Committee call.

Charles Stennis, Department Treasurer would like to get a budget for 2020/2021 (rough draft) by April.

Good of the Legion Next Finance Committee Conference Call Meeting March 28, 2020 @ 10:00am

Benediction (Adjutant Heller)

Adjourn Meeting motion to adjourn meeting: Jose Rivera, Seconded Commander Friend