

KIRTLAND BIRD CLUB
AD HOC FINANCE COMMITTEE MEETING OF SEPTEMBER 13, 2017

1. CONVENING: The Ad Hoc Finance Committee for Kirtland Bird Club met on September 13, 2017 at 4310 Bush Ave., Cleveland, OH at 7:00 p.m. Attendees included President Dale Gaul, Vice President Tom Romito, Treasurer Mary Anne Romito, Past Presidents Jean Hoffman and Bob Finkelstein, Dick Hoffman, and Irene Krise.

2. AGENDA. We brainstormed the following agenda for this meeting:

- a. List the treasurer's current duties.
- b. Try to make the treasurer's job more efficient.
- c. Understand that Mary Anne would like to resign as treasurer, but won't do so until we have figured out how to best deal with her duties.
- d. Acknowledge that the role of the treasurer has grown in recent years.
- e. Acknowledge that certain events have caused the role of the treasurer to expand.
- f. Learn through this exercise how KBC really works.
- g. Group the treasurer's duties into categories so we can potentially decide how to divide the duties among more than one person.

3. CURRENT DUTIES OF THE TREASURER.

- a. Collect dues via PayPal, meetings, and U.S. mail.
- b. Maintain rosters for members, the newsletter editor, and the Cleveland Bird Calendar.
- c. Conduct surveys as needed.
- d. Send out new member kits.
- e. Send thank-you letters to donors.
- f. Compile the annual financial statement (Profit and Loss).
- g. Collect the club mail.
- h. Do the annual tax return (990).
- i. Send list of unpaid members to corresponding secretary, who sends them letters.
- j. Track sales of merchandise.

- k. Give the profit and loss report to the newsletter editor for publication.
- l. Remind the newsletter editor about the dues deadline.
- m. File state sales tax and pay it.
- n. Send an invoice to the Museum for their portion of funding the Cleveland Bird Calendar.
- o. Send checks to the printer of the Cleveland Bird Calendar, the printer of the Kirtland Warbler, the Museum for rent, speakers for their programs, our insurance company, and the tax preparer.
- p. Balance the checkbook.
- q. Track special funds.
- r. Send a donor list to the editor of the Cleveland Bird Calendar.

4. STRUCTURAL CHANGES. We listed some possible ways to structure KBC that could absorb the current treasurer's current duties.

- a. Split out the administrative duties that Mary Anne has been doing from the financial duties.
- b. Create a membership committee to deal with the member-related duties.
- c. Decide what to do with the scholarship committee.
- d. Determine if a special funds committee would serve any purpose.
- e. Create a hospitality committee that would greet people at meetings and sell KBC merchandise.

5. SPLITTING OUT ADMINISTRATIVE DUTIES FROM FINANCIAL DUTIES. First, we split out the administrative duties that have grown up around Mary Anne's financial duties. The following two columns shows the distinction among these duties:

FINANCIAL DUTIES	ADMINISTRATIVE DUTIES
Pay the bills.	Prepare the annual tax return (990).
Balance the checkbook.	Prepare the annual state filing requirement.
Prepare a profit and loss report as needed.	Collect dues.
Give the P&L to newsletter editor to publish.	Collect the mail.
File state sales tax twice a year.	Prepare rosters for members, newsletter, CBC.
Handle the scholarship fund.	Do surveys as needed.
	Send out new member kits.
	Send thank-you letters to donors.
	Send a list of delinquent dues notices to corr/sec.

Track sales of KBC merchandise.
Remind newsletter editor about dues deadline.
Revitalize the scholarship program.

6. GROUP ADMINISTRATIVE TASKS. Then, we grouped the administrative tasks that Mary Anne is doing under the possible structural change headings, as follows:

- a. Membership-related tasks.
 - 1. Collect dues.
 - 2. Collect mail.
 - 3. Prepare rosters.
 - 4. Send out new member kits.
 - 5. Send thank-you letters to donors.
 - 6. Send a list of delinquent dues notices to the corresponding secretary.
 - 7. Remind newsletter editor about dues deadline.
- b. Hospitality-related tasks.
 - 1. Greet people when they enter the meeting room.
 - 2. Track merchandise sales.
- c. Professional-related tasks.
 - 1. Prepare the annual tax return (990).
 - 2. Prepare the annual state filing requirement.
- d. Scholarship committee-related tasks.

7. REVIEW OF CATEGORIES. Here is a listing of the categories that the committee developed using Mary Anne's duties as treasurer:

- a. Financial duties.
- b. Membership duties.
- c. Hospitality duties.
- d. Professional duties.
- e. Scholarship duties.

7. NEXT MEETING. We decided to meet again on Thursday, October 5 at 7:00 p.m. to take the next step with this process. *Since then, Tom discovered that he has a commitment that precludes having the meeting on that date. Tom subsequently rescheduled the meeting for Tuesday, October 10, which everyone on the committee agreed to attend. At Dale's request, the meeting will convene at 6:30 p.m. at 4310 Bush Ave. in Cleveland.*

8. ADJOURNMENT. The meeting adjourned at 9:00 p.m.