

KIRTLAND BIRD CLUB

AD HOC FINANCE COMMITTEE MEETING OF OCTOBER 10, 2017

1. **CONVENING:** The Ad Hoc Finance Committee for Kirtland Bird Club met on October 10, 2017 at 4310 Bush Ave., Cleveland, OH at 6:30 p.m. Attendees included President Dale Gaul; Vice President and committee chair Tom Romito; Treasurer Mary Anne Romito; Past Presidents Jean Hoffman, Karin Tanquist, and Bob Finklestein; Dick Hoffman; and Irene Krise.

2. **AGENDA.** Tom polled the committee members for their top-of-mind thoughts about where we were in the process of disbursing the Mary Anne's duties, many of which emerged over the years and are beyond the normal role of the treasurer. Here are their thoughts:

- a. At the first meeting, we broke down all of Mary Anne's duties, organized them well, categorized them into specific areas, and found consensus on which of the duties that Mary Anne performs are purely financial and which are really administrative in nature and outside the purview of the treasurer's role.
- b. We need to identify people to step up and perform these duties.
- c. We are planning for the future of KBC.
- d. We need to establish committees to do the administrative duties.
- e. We could shift some of the administrative duties to existing officers.

3. **BREAKDOWN OF MARY ANNE'S DUTIES.** Tom displayed the following table showing the categories of Mary Anne's duties that we came up with at the first meeting (*and which Tom and Mary Anne expanded in subsequent review of the minutes*):

FINANCIAL DUTIES	ADMINISTRATIVE DUTIES
<ul style="list-style-type: none">-Pay the bills.-Balance the checkbook.-Prepare the profit and loss statement (P&L).-Give the P&L to the newsletter editor.-File state sales tax twice a year.-Handle the scholarship fund.-Keep track of who has made donations and who has paid dues, in order to develop the P&L.-Invoice the Museum for its portion of the Cleveland Bird Calendar.-Make deposits to the bank account.	<p style="text-align: center;"><u>Membership tasks</u></p> <ul style="list-style-type: none">-Collect dues and donations.-Collect mail (mainly returned newsletters and Cleveland Bird Calendars).-Prepare rosters.-Add new members and e-mail changes to the members e-mail list, which is members@kirtlandbirdclub.org-Send out new member kits.-Send thank-you letters to donors.-Send a list of delinquent dues notices to the corresponding secretary.-Remind the newsletter editor about the dues deadline.-Send Fred (Cleveland Bird Calendar editor) a list of donors for the CBC.-Collect donations to the Tom LePage fund.-Keep track of who makes donations and tell

	the scholarship committee chair (Bob Finkelstein) how much is in the account.
	<p style="text-align: center;"><u>Hospitality tasks</u></p> <p>-Greet people upon entering the meeting room. -Track merchandise sales.</p>
	<p style="text-align: center;"><u>Professional tasks</u></p> <p>-Prepare the tax return (990). -Prepare the state filing requirement.</p>

4. NEXT STEPS. The committee brainstormed the following next steps in accomplishing our goal of disbursing Mary Anne's duties.

- a. Eventually, we will need to identify someone to perform the professional tasks of preparing the tax return (990) and preparing the state filing requirement. We could actually hire a professional person, such as another tax preparer, Enrolled Agent, or CPA, to do these things. Mary Anne noted that she will continue to do them, as well as the financial duties listed in paragraph 3 above, until such time as she chooses to retire from this role.
- b. Eventually, we will need to find a new treasurer for KBC.
- c. Our immediate next step is to reassign the treasurer's administrative tasks to other KBC members.

5. ASSIGNMENT OF ADMINISTRATIVE TASKS. We analyzed the administrative tasks listed in paragraph 3 above and discussed, as follows, how to assign them to other KBC members:

- a. We could create a membership committee and a hospitality committee with KBC members as chairs of the respective committees. These chairs could perform the membership and hospitality-related tasks noted in paragraph 3 themselves, or find other KBC members to help them do so.
- b. We also addressed these and other administrative tasks as follows:
 - 1) Send out new member kits – Fred Dinkelbach (He has already indicated that he would do so.)
 - 2) Handle book sales distribution – Fred (He has offered to this, too).
 - 3) Send out monthly meeting notices – Dale, as president.
 - 4) Serve as publicity committee chair – We could find someone to send out the monthly meeting notices so that the president would not have to.
 - 5) Send out monthly field trip notices – Tom, as vice president (until he finds someone to do this).
 - 6) Serve as field trip coordinator – Tom, as vice president (until he finds someone to do this).
 - 7) Recruit someone to be a membership committee chair – Tom
 - 8) Recruit someone to be a hospitality chair – Tom
 - 9) Recruit people to do the specific membership and hospitality-related tasks.

- 10) Leave the scholarship committee dormant (Bob offered to continue to explore how to find young people to ask for funding).
- 11) Send out delinquent dues letters – Gretchen Larsen (who is doing so as corresponding secretary).
- 12) Publish the KBC newsletter, “The Kirtland Warbler” – Anna Koslenko (who is already doing so).
- 13) Serve as webmaster – Delores Cole (She is already doing this).
- 14) Publish Cleveland Bird Calendar – Fred (He is doing this now).
- 15) Compile the Christmas Bird Count – Andy Jones (He is doing this now).
- 16) Irene is reviewing Mary Anne’s member roster to see if it can be simplified.

6. THE FUTURE OF KBC. We discussed how to deal with the future of KBC. Here are the issues that rose from that discussion:

- a. We noted that our account balance of \$22,000 has decreased by \$7,000 in the past five years. At this rate and with no significant influx of revenue, KBC will eventually run out of money. We mentioned cutting expenses to offset this decrease. One line item we discussed cutting was the Ohio Avian Project Initiative (OAPI), for which we pay out \$1,000 a year. We resolved nothing on this item.
- b. We noted that the reappearance this year of the Cleveland Bird Calendar will be a drain on our balance, especially if it becomes a quarterly publication again. Dale said he is committed to keeping it going. We agreed that this discussion is not within the purview of this committee and deferred it to the next officers meeting.
- c. We noted that finding new sources of income would help offset the annual decrease in our funds. *Tom, who has experience with fund raising in Western Cuyahoga Audubon Society, will contemplate this during his tenure as vice president and share his ideas with the ad hoc finance committee.*
- d. We discussed that disbanding the organization is a course of action we could implement if our funds reach such a low level that remaining in existence is no longer tenable.

7. ACTIONS.

- a. Tom said that the committee reached its goal of finding a way to distribute the treasurer’s duties to other KBC members and does not need to meet again. *Tom intends to devote himself in the near future to recruiting people to chair membership and hospitality committees or to take on the individual tasks in these categories listed in paragraph 3.*
- b. *Some committee members subsequently noted that if Tom needs help in accomplishing his objectives, we can reconstitute the committee to discuss them.*

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