

Budget and Finance Committee Meeting Minutes

Thursday, November 17, 2022 – 7:00pm

Zoom:

Meeting ID: 252 153 7503

PW: Rule62

Join Zoom Meeting Link:

<https://us06web.zoom.us/j/2521537503?pwd=RmJnRXFKemlUeIUzZVJBKONURFhiQT09>

Agenda:

1. Update and getting ready for December 4th – *Denny*
2. October operating account (InterBank) Reconciliation - *Jennifer*
3. Transition update - *Curt*
4. **B&FC consider and select** optional signers on InterBank and Arvest accounts
 - a. Operating Account (P&P= Treasurer +3)
 - i. Jennifer N, Alternate Treasurer (*recommended*)
 - ii. Dennis C, x-Treasurer (*recommended*)
 - iii. TBD
 - b. Saving Account (P&P=Chair, Delegate, +2)
 - i. 1 Member of B&FC (*recommended/TBD*)
 - ii. TBD
5. Venmo - *Curt*
 - a. Ready to announce at Area December 4th meeting
 - b. Revised Process and Procedures for Venmo
 - i. B&FC discussion & endorsement
6. Other/New Business:
7. Next meeting: target date Dec 1st or 2nd (prior to Area Meeting)

Minutes:

Attendees: Curt, Diane, Jennifer, Ross, Jay, Phil, Denny

1. *Denny – Going to run parallel financial statements in QBO and QuickBooks desktop version until end of year. We don't get Arvest statement until 1st or 2nd of the month so tight timeline before December Area meeting. Everything should be reconciled between the two versions. No problems expected.*
2. *Jennifer – Reconciled InterBank account through October 31. Uploaded reconciliation report to the B&FC SharePoint site. Waiting on Arvest interest entries to finish reconciliation on that account.*
3. *Curt – New InterBank account rep got assigned and things are moving along nicely. Awaiting Denny's signature. Documents were mailed to him. Training is going well. We have a little bit more training needed regarding payroll taxes. Need to do a live demo at the next Treasurer/Alternate Treasurer meeting.*
4. *Curt – Signers on InterBank & Arvest Accounts*
 - a. *InterBank – Curt reviewed proposed signers from agenda for both InterBank and Arvest accounts. Jay confirmed that currently he, Alan, Ross, and Sharon are on the Arvest*

account. A consensus was reached that the proposal of Treasurer, Alternate Treasurer, and immediate past Treasurer were good selections for three of the signers on the InterBank account. Diane suggested the fourth signer be the Alternate Delegate. Curt suggested Alternate Chair. Denny stated the Alternate Chair might line up better operationally. Ross suggested the immediate past Delegate. Phil suggested Alternate Chair as the fourth signer on the operating account. Denny liked the idea of moving Sharon from Arvest to InterBank. Curt is good with that decision. Consensus was reached. InterBank account signers will be Treasurer, Alternate Treasurer, immediate past Treasurer, and immediate past Delegate.

- b. Arvest – Curt proposed Chair, Delegate, plus two more signers. One being on the B&FC. Diane suggested Alternate Chair or Alternate Delegate on account. Ross stated that Alternate Chair makes sense to him. Denny stated the control comes from a few different people looking at the account. Jennifer plans to upload all reconciliation reports to B&FC SharePoint site for review. Curt proposed Chair, Delegate, and Alternate Chair as three of the four signers. No opposition. Curt asked if Ross or Phil would be interested in serving as the fourth signer. He suggested possibly leaving it for an incoming B&FC member. Ross has a concern about a newcomer to the B&FC as a selection. Phil mentioned we may have to change signers once a year. Phil stated he would be willing to serve as the fourth signer on the Arvest account. Consensus was reached. Final signers on Arvest will be Chair, Alternate Chair, Delegate, and Phil serving as the B&FC member. Jay mentioned users needing online access. Once the new users are added to the account the online password can be changed thereby removing Jay's access from Arvest. Curt suggested InterBank online access be given to Treasurer and Alternate Treasurer. No opposition.*
- 5. Curt – Venmo procedures document review. Phil stated he was impressed that the document was concise. Jennifer stated the document as well as Curt's vision of the contributions page can be sent in advance to Laura. She can have the page ready to go live once Diane makes the Venmo announcement at the Area meeting on December 4.*
- 6. No new business.*
- 7. Next meeting: Saturday, December 3rd, 2022, at 9:30am.*