

FINANCE COMMITTEE MEETING

December 11, 2012

- **Call to order and attendance**

The Finance Committee meeting was called to order at 2:05 PM CST. Sharon Tolbert-White called roll. The participants were Richard Dobson (KY), Chair, Diane L. Hardt (WI) and Larry Paxton (IA). Mr. Dobson confirmed a Committee quorum was available. Other participants were Harry Fox, Eric Wayne, Guy Childers, Kristen Shogren and David Drovdal.

- **Review and Discussion 1st Quarter Budget**

Secretary-Treasurer Richard Dobson discussed the 1st quarter budget report. He said the September 2012 annual meeting reports and expenses related to that are not closed and are not reflected on the report. He reviewed the breakdown of the major budget items on the Summary Page:

- *Salaries & Benefits*: \$81,135;
- *Travel-Employee and Other*: \$21,027; and,
- *Contractual Services*: \$82,932 (primarily comprised of Federal lobbying efforts).

Statement of Activities

Mr. Dobson said the Committee would want to see the actual expenditures at about one-fourth of the budget and that is where we are. All categories are meeting the budget expectations or are below. He said in the annual meeting under *other income*, there is \$110,000 that the Finance Committee recommended before the Board to earmark in the budget. This is the amount the Committee had hoped to solicit from in support of the Federal Lobbying efforts. Larry Paxton inquired about the negative figures in *Other Income* and *Investment Income*. Mr. Dobson said he plans to follow-up with the accountant for a report of that information. Mr. Paxton also questioned the Balance Sheet item regarding the May 2012 meeting income. Mrs. White reported that some of the meeting attendees had not received the emailed invoice, possibly due to a server issue at the time they were sent. She reported that second invoices had been emailed and many of the May 2012 meeting registration fees had been collected since the close of the 1st quarter.

- **Old Business**

Mr. Dobson stated that in the December 7, 2012 Executive Committee meeting there was an approval of extension for the Federal lobbyist contracts through February. He reported that they are keeping a close watch on Federal legislation.

Mr. Dobson said the Finance Committee is still short one member. Victoria Daniels will discuss this with the Committee when she comes on Board.

- **New Business**

Mr. Dobson reported that the 2012 annual audit had been received from Watkins-Meegan and with a good report. He stated that the general comments were that all of the financial statements and related materials, with the cash flows for the year end, conformed to accounting principles that are generally accepted.

Mr. Dobson announced that the new SSTGB Executive Director will be Mr. Craig Johnson of Wisconsin, effective January 7, 2012. He said we are currently in a transition with the check approvals. Sharon is communicating with the accountant who is sending the checks to him for approval. Victoria Daniels will be added to the bank account on December 12, 2012 and will provide the required second signature on checks over \$2000.00. Craig Johnson will be added to the bank account in January and will then sign the checks with Ms. Daniels to provide the second signatures.

Diane Hardt asked, if a decision is made to close the Nashville Business Office, would a certain notice be required? Mr. Dobson said as a Committee there will be details discussed and decision will be made at a later date. The current lease contract extends through 6/30/13. The lease cost is \$12,140 annually per the contract and that line item in our budget under *Contractual Service* allots for \$13,000. Sharon said she had reviewed the lease and lease amendments, however the notice requirement does not appear to be included. She has attempted to contact the property manager to obtain the notice requirement, but and has not received a response. She plans to follow-up and will report the requirement once available.

- **Adjournment**

With no other business, Diane Hardt made a motion to adjourn at 2:23 PM CST.