



Special “Called” Meeting of the CA Executive Board
Budget Meeting
Zoom meeting
December 2, 2021

1. Call to Order

Sara called the meeting to order at 4:09 p.m.

Susan read the norms and the motto, “All for one and one for all.”

2. Silent Roll Call

Present:

President	Sara Cooper, Beta Iota
Immediate Past President	Karen Kirby, Gamma Mu
President-Elect	Rosena Kruley, Beta Alpha
Vice-President for Membership	Mari Page, Gamma Mu
Treasurer	Virginia K. Riding, Gamma
Secretary	Grete Lima, Beta Iota
Historian/Sergeant-at-Arms	Susan Raffo, Beta Rho
Chaplain	Donna McCartney

4. Discussion of the 2022-2024 Proposed Budget

Sara led the Board in a review of the proposed 2022-2024 Budget which the Board had previously approved as presented at the November 7 Board meeting. The meeting December 2 was called to finalize the 2022-2024 budget and approve any further changes brought forth by Virginia and the Budget committee.

Rosena requested that the letter Sara wrote to the Past Presidents also be discussed.

Sara excused herself from the meeting at this point.

Virginia presented the updated Proposed 2022-2024 Budget, and verified that all Board members had a copy of that budget.

Virginia explained the nature of the concerns that the Budget committee had regarding the income and expenses budgeted for the current biennium versus the need to carry over funds from this year's budget to the Proposed 2022-2024 Budget.

The current budget was approved at the 2020 State Convention. Only five months remain of the current biennium. The notion that we have to spend all the money in the budget this year is not true. Most of the sisters who paid their dues will still be in the organization during the following biennium. The current budget must balance, and the 2022-2024 Proposed Budget must balance. There are areas in the current budget where there has been overspending and others where there has been underspending.

The Budget Committee used as yet unspent funds from the current budget as carryover to the budget for the 2022-2024 biennium. The justification for that is that income from dues is dropping. The number of dues-paying members is decreasing yearly. The first draft of the proposed budget was calculated at 1025 members. Since there are a large number of members who do not pay dues, the number of members has been revised down to 950. The Board must keep in mind that during any year, expenses may come up that the Board cannot foresee. The Board cannot count on leftover money from the current year budget.

At this point the Board reviewed and discussed some of the subtotals and changes that were made to the Proposed Budget and other matters including:

- ...the actual amount available to Board members for travel to the Regional Conference.
- The Noel Leonard Grant is only given for State Conventions so the grant money that had been listed under Regional Conference was moved to the line item for Executive Board room/hotels.
- Virginia had not changed Quicken over to the current year, 2021, so it was not functioning properly. She has made that adjustment. By January the Board will be able to review the current budget for 2021.
- The Proposed Budget needs to be finalized today. Virginia will resend the latest and best copy of the proposed budget to the Board members.
- No motion was made to remove the Past President from attending the Regional Conference. If the carryover is not enough to allow all five Board members listed in the line item, the Board did recommend that only two Board members may be able to attend the Regional Conference: the President and the President-Elect.

This meeting was not recorded so Grete requested that the screen be shared to verify that we are all looking at the same budget pages and agreeing to approve the final revisions of the Proposed Budget.

Karen shared the screen as Virginia led us through the revised Proposed Budget (originally emailed to all on November 22, 2021). The Budget shows that State Budget income is healthy, but some of the funds are earmarked. Virginia reminded the Board that costs are also rising. The Board can't assume that there will be leftover money from the current biennium.

Several areas of the Proposed Budget required additional funds.

- More money was allowed in the Proposed Budget for Executive Board meetings due to rising hotel costs.
- Under the title of Administration, the line item of office equipment was raised to cover the cost of Zoom accounts and other rising costs.
- Postage/printing will cost more for postage and printing of the convention proceedings. These are the things that the Executive Board does for the State Convention. All other convention expenses are paid for from registration fees paid by members. (the Board fronts the convention with \$7500. That amount must be returned.)
- Under Official Business, the State World Understanding Chairperson was added as a line item. Some of the Chairs do not use the money allotted. Some members donate the costs.

Virginia explained that the revised Proposed Budget would have been in the red if the carryover money had not been added from the prior year. The carry over money amounts to \$11,700.

Also, out of concern for rising costs and the declining number of dues paying members, the Board recommended at the November 7 meeting that only the President and President-elect can be paid to go to the Regional Conference in Honolulu.

No motion was made to remove the Past President from attending the Regional Conference, nor were Board members removed from the line items regarding attendance at the Regional Conference. The Board made this recommendation out of concern that the carryover may not be enough and with the knowledge that the carryover is a fluid number.

Karen advised the Board that Quicken is being used for bookkeeping and reporting so that it matches how our accountant does accounting for tax purposes.

5. The Budget Vote is Called

Sara sent the Budget Guidelines out to all members. It includes the budget descriptions last published during the 2018-2020 biennium. There have been and will be no changes except for the names of the people listed as members of the Budget Committee.

The Board approved the final budget on November 7 with the caveat of the final changes. Sara needs to send out a Google vote to approve the budget descriptions, and to allow the Board to confirm the changes made to the proposed budget.

The vote to approve the budget descriptions and the Proposed 2022-2024 Budget will be ratified at the January Board meeting. This a proposal to present to the members so that they see that the Board is being fiscally responsible.

6. Discussion of Sara's Letter to the Past Presidents

The letter to the Past Presidents was discussed. No action needs to be taken by the Board.

7. Action to Be Taken

The Board requested that Grete send out the minutes as quickly as possible to the Board members along with a copy of the revised Proposed Budget for 2022-2024 and the budget descriptions (to be found in the Budget Guidelines). Then Sara can create a Google survey as soon as possible so that the Board members can vote on two things:

1. the ratification of the changes made to the revised Proposed Budget
2. the Budget Descriptions

8. Adjournment

Karen adjourned the meeting at 6:27 p.m.

Submitted by:

Grete Lima

California State Secretary

2020-2022