SCWDC

Board of Directors Meeting

August 10, 2020

**APPROVED MINUTES**

Present: Absent: None

Bill Johnston, President

Leo Boelhouwer, Vice President

Carole Howe, Secretary

Donna Harris Non Board members present

Mary-Jo Swinimer Charlie Lorenzetti, Budget and Finance

Mary Kaye Hrivnak Madeline Metcalfe, Member Services & Membership Chair

Ruth D’Alessandro

Rita Togni

Rene Thierry

David Toms

**Call to Order:** The meeting was called to order by Bill Johnston, President, at 7:05pm. Bill presented opening remarks.

**Approval of Agenda:** Motion to approve the agenda made by Mary Jo Swinimer seconded by Donna Harris passed unanimously.

**July 20, 2020 Minutes:** Motion to approve the July 20, 2020 BOD Meeting minutes was made by David Toms, seconded by Rene Thierry, and approved by unanimously.

**Budget Items:**

1. Brian provided a comprehensive set of comments about the draft FY 21 budget. In the case of one line item, Brian estimated Flights Program income at $44,000. Bill’s estimate is $21,000.

Comment 1: Bill brought this to attention of the BOD not to be critical of Brian’s whole effort, but to advise the BOD that a net loss is certain to occur in the FY 21 Budget because total income is not expected to be equal to total expenses, most of which cannot be reduced.

Comment 2: After the meeting, Bill used Flights’ 2021 12-pricing worksheets to list the total estimated assessment income, this adds up to $28,000 if every trip runs at the “Threshold” participant number. Flights uses an estimating technique termed “Threshold”, taking the total contract participant number and reducing it by 4-6 participants, and then basing trip price on the Threshold estimate, not the contract maximum number of participants. The Threshold number is an educated guess that most trips do not execute at the contract maximum number, although there are notable exceptions when one trip’s contract contains a plan for 28-32 40 skiers but is executed at 50-some; the 2020 Vail trip was executed at 53 skiers. Some other trips may execute at less than the Threshold number, and very rarely, a trip may be cancelled for lack of sign-ups. Over a period of financial results from FY 2009 through FY 2020, the Flights’ techniques and Excel-based estimates have been successful.

2) Only 15% of trip skier spaces are sold as of August 10, taking this fact from the SCWDC Web Site, 2021 Ski Trips – Status Board, which is administered by the Flights Committee.
(As of August 24, the percent of signups is 18%).

1. Pete’s Hours (Administrative Manager)- Bill believes that the essential workload is less than 40hrs/week, due to the change in how members choose to pay for events, fewer checks and more credit card payments .Bill provided a detailed workload comparison to the BOD between FY 08-10 and FY 20, which demonstrates a drop in workload. Bill recommends that the Administrative Manager work hours be reduced to 20hr/week, therefore beginning in September Pete will only be paid for 20 hours per week. Motion to reduce Pete’s hours to 20 per week made by Rene, second by David. Passed 7-1.

Comment 1: When the Administrative Manager was hired, the status was “an W-2 employee”, just as the prior bookkeeper has been a W-2 employee. In early 2016, the BOD changed the status to a 1099 consultant although duties did not change and the number of hours to be worked, were the same. In December 2018, the BOD changed the status from “1099” consultant back to a “W-2” type employee. This change did not modify the number of hours worked or assigned duties. However, a new contract was not executed. Bill is preparing a new contract to present to the BOD and the Administrative Manager, for approval by each.

Comment 2 Bill provided to the BOD in advance of the meeting, a comparison of FY 08-FY 10 office workload compared to FY 20 workload, counting check-related and credit card related work. The current Administrative Manager began work in January 2009. Over time, bookkeeping workload has shifted from mostly checks and few credit card payments, to mostly credit card payments for which the Administrative Manager has no responsibility.

 Comment 3: The Policy Manual, Chapter 4, assigns the President the authority to define the duties of the Administrative Manager. Bill will sit down with the Administrative Manager and agree on the set of duties to be performed within the 20 hours in a Monday – Friday plan. Bill asked the Administrative Manager to begin to complete a daily time sheet, which he has been doing since July 26 and will continue to do so.

 Comment 4: Working 20 hours per week equates to the Administrative Manager becoming a part-time employee and as such, annual leave and paid holidays are not provided unless the BOD decides differently

**Other Items**

Motion to have Charlie Lorenzetti (volunteer Budget and Finance chair, Bev Ashcraft (Financial Manager), and Brian Chollar (Treasurer) review our accounting process with Furever Bookkeeping, LLC made by Ruth, second by Rene, passed unanimously.

Comment: Charlie Lorenzetti has been employed as a professional comptroller for 40-some years by multiple non-profit organizations; Bev Ashcraft has been the club’s Financial Manager since May 1, 2020; Brian Chollar served as Financial Manager from 2006 through FY 2020, and then became Treasurer.)
The motion was preceded by discussion of current accounting procedures – we’re using three systems and no one procedure covers member event accounting and timely payments, no one database contains an electronic record of all financial transactions, and that between 2006 – 2020, the Financial Manager manually posted between 1,500-2,500 check and credit card transactions, annually, to individual, 25-30 Excel worksheets. The current Financial Manager is responsible and now posting all FY 21 credit card and check transactions to individual Excel worksheets.

Comment: Other advice sources have been identified: two CPA businesses referred by our outside auditor, Government & Non-Profit Audit Group, PLC and a consulting firm which possesses Wild Apricot and Quickbooks expertise.

Lease Extension- Motion to keep rent for Summit Engineers the same and re-negotiate a new lease in January made by Donna, second by Mary Jo. Passed unanimously.

Bill’s website proposals- Bill has created a new web page on our website called “Why Join.”

Bill plans to create a volunteer opportunity page and maybe even a a testimonial page for trips all types even golf.

Bill referred to posting training documents, eastern manuals, and a revised flight trip leader manual.

Madeline plans to restart the membership and outreach committee. She is a past president and served as Membership Chair after her presidency for 1 chair, notable is that she created a committee – it was not a one-person effort.

 Madeline would like to establish a web based communication method. She and Bill will collaborate and come up with a plan.

Bill wants to plan a Zoom volunteer party. TBD.

The previous BoD didn’t vote on annual awards in March. Please make recommendations to Bill.

**Closing comments, BOD Member Recommendations or Comments:** There are changes to the Web site, In the “Home” grouping there are new pages for “Recognition” of service, “Volunteering” and “History of SCWDC”. These are first efforts, still under construction.

**Next Meeting:** Next Board meeting will be Monday August 24, 2020 at 7pm.

**Motion to Adjourn:** Motion to adjourn at 8:28pm was made by Mary-Jo second by Donna and passed unanimously.

Respectfully submitted,

Carole L. Howe

Secretary