

## Board of Directors Planning Meeting

July 19, 2018 12:00pm  
Dial in: Participant

**Meeting Facilitator:** Grace Roth

**Board Members:**

**Committee Chairs**

Name	Title	Attended the Meeting		Name	Title	Attended the Meeting
Grace Roth	President	Y		Ana Rodgers	Marketing	N
Nicholas Chugani	Vice President	Y		Jared Knisley	Webmaster	N
Dan Ruggles	Past President	Y		Juan Vargas	CVENT and Email	N
Kami Murphy	Membership	Y		Sophia Czaus	Social Media	N
Jose Hernandez	Treasury	Y		Johan Lidros	CISA/CISM	Y
	Secretary	N		Grace Roth	CRISC	Y
Deep Patel	Sponsorship	N		Ric Daza	Social Media – Facebook	N
Mia Plachkinova	Student Affairs	N				
Brian Isserman	Events	Y				

**Purpose of Meeting:** Discuss Board’s operating activities - Financial Update

- 1) Call to order, by Grace Roth - [Motion made by Grace Roth](#) seconded by: Jose, all in favor.

- 2) Approval of minutes from last meeting – [Motion made by Grace Roth: Nick, all in favor.](#)
  - 3) Financial Update from the Treasurer – Discussion of processes and procedures and maturity
    - [Improve Financial Processes – somewhat immature, without repeatable and documented processes and procedures.](#)
    - [Would like to align target accounts with Tax reporting and make sure they roll up into tax reporting. Want to be sure that we are able to make prompt payments. Document processes and procedures and establish a calendar of events.](#)
    - [Leverage and improve QB purporting](#)
    - [Align Chart of Accounts with Tax Reporting](#)
    - [Financial Performance Data – Are we doing better or worse? Quantitative vs Qualitative](#)
    - [Jose created an events calendar to track payments and there is a list of payments that he is tracking. Would like the board members to review it and make sure that the board is aware that these are included in the budgets and that bills gets paid on time.](#)
    - [Review Payment Process Flows](#)
      - [Walkthrough of payment process flows – there is not an official process where the board reviews the P&L. There is implied approval vs an actual approval.](#)
      - [We can set up accounts relievable and accounts payable.](#)
      - [Make sure processes are documented](#)
      - [Pres or VP needs to pull the info from CVENT and create the P&L. Dan did this in the past and we will need to document the process.](#)
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- Review process flows for updates, changes and identify control gaps. What we are doing, supposed to be doing and identify gaps.
  - Online payments – there are a couple of issues 1. Lack of visibility to accounts (for and automatic bill pay), 2. Lack of bill pay review 3. Alerts and notifications only go to the account that has reoccurring payments set up. Other accounts do not have visibility (the Treasurer).
  - Accounts are set up for auto bill pay on Dan's account - Affinity, Cindy (CPS), CVENT and Johan. Wells Fargo needs to provide us an audit trail of payments. Grace, Dan, Nick will talk to the bank and ask if they can provide when they visit to open up Nick's account.
  - Would like to put liquicknks into the google drive and create a link in Quick books for CPS (Cindi) bill pay.
- Areas for Improvement –
  - Leverage Quick books Capabilities – Use the check ledger and create PnL- Jose has been reviewing the possibility of using the check ledger. Using the check ledger in Quick books will make thigs a bit cleaner and Jose will reach out to Cindy to see if we should consider going that route.
  - Automating Tax reporting – aligning the accounts with the Quick books accounts.
  - Improve unallocated income process.
  - Current processes for the Treasurer are in-depth and one must have accounting knowledge. Cindi can provide greater assistance.
  - Quick books – Actual vs Budget
  - Revenue streams – we do not pay much attention to increase vs decrease
  - We have data and we need to gather it for other things e.g. CVENT – we keep track of # of seats and increases - % of growth over the year.

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- Would be interesting to understand what the growth in our revenue is and % of growth year after year.
  - Tax reporting – would be helpful to understand what is causing changes over time.
  - 2017 Chapter PnL Summary – Dan put together this year and we want to adopt moving forward.
  - Would be interesting to know how we are trending for our monthly dues – for monthly remittance.
  - Documentation – we do not have a standard for documentation. Jose created an SOP for Treasury processes. Dan created an SOP for the BoD.
  - Dan – recommends that we pick 1 or 2 issues and then fix them. Too many issues to address in a year.
  - Financial reporting - 1. Unallocated income categories, 2. Quick payment fees.
  - Jose to meet w/ Grace & Nick to hammer out process flows.
- 4) Secretary Vote –
- Vote for Jon Bebeau as chapter Secretary, all in favor and confirmed – Grace, Dan, Jose, Kami, Nick.
- 5) Meeting Close -
- Meeting adjourned at 12:16pm