

GRCC BOARD MEETING

January 9, 2019

Location: Jeanne and Bob Quillan's Home

Members present: Diane Durand, Jan Lewis, Mike Koole, Kathy Kendall, Becky Humes, Christine Mooney, Shealyn McGee Sarns, Jeanne Quillan, Matt Hendricks, Steve Port, Mike Mitchell, Dan Sak, and Ned Hughes. General member Jerry Keifer also attended.

Approval of secretary's minutes: November 2018 meeting minutes were accepted as written.

President's report: Becky Humes

- *Year-end discussion. Workers: Jeanne and Bob Quillan, Becky Humes, Dan Sak and others will check their schedules. Date: January 26, 2019. Location: Grand Valley Artists building. Judges: Ed Post, Paul Jendrasiak and Tom Carter.*
- *Image titles included in year-end: Shealyn McGee Sarns made a motion to have them read and Mike Koole seconded. It passed.*
- *Year-end banquet: Dan Sak and Ned Hughes will set it up.*
- *Print and digital deadline: January 16, 2019. Determination for print and digital competitors to be put in Star Class and Class A. The split is between 11.75 and 11.824.*

Treasurer's and membership reports: Christine Mooney

- *Checking account ending balance: \$3230.13, PayPal: \$222.23 Total: \$3,452.36 Projector fund: \$258. The report is on file.*
- *Membership report: There are 85 members but currently 38 members have paid. In December there were 2 new members.*

VP of Programs Report: Jan Lewis

Programs are:

- *January, Portrait Posing Techniques, Dusty Brown*
- *February Year End Banquet*
- *March, Critique of photos.*
- *April, Social Media for Photographers*
- *May, Travel Photography*
- *Jan 22, Dave Whitson will provide a workshop on International Exhibition rules and how to submit.*
- *Feb 24, Becky Humes will do a workshop on portrait shooting emphasizing eyes.*

VP Report: Jeanne Quillan

- *PSA sent a note congratulating GRCC for participating for 85 years.*
- *Judges for January: Dave Whitson, Mike Bergeon and Kathy Kendall.*
- *New for the future: scoring will take place on a separate night. Becky*

Humes, Shealyn McGee Sarns and Jeanne Quillan will work out the details.

Equipment Chair: Bob Quillan, No report

Digital Coordinator: Shealyn McGee Sarns, no report

Website Report: Matt Hendricks

- *Becky Humes asked Matt Hendricks to update the pictures of the Board Members on the website.*

Lights & Shadows Newsletter: Greg Ferguson

- *L&S Deadline: Jan 25*
- *Diane Charvat will be interviewed in the March newsletter.*

Digital Media Coordinator: Rebecca Humes, no report

New Business

- *Budget Committee report: Jan Lewis discussed the budget and the committee's recommendations, discussion ensued. Diane Durand made a motion to accept the 2019 budget while Christine Mooney seconded. It passed. It was decided Jan Lewis would send the board the recommendations so board members can review prior to the next board meeting. In the future the committee suggested more scrutiny of the budget.*
- *Projector: Shealyn McGeeSarns/Matt Hendricks will continue looking into projectors i.e. prices and needs. The budget committee set the projector fund at \$4,000.*
- *Elections: The following offices will be up for election: president, vp programs, fundraising coordinator (new), secretary and three directors positions.*
- *Photography display at the Wyoming Library: Bob Quillan will assist members in set-up 1-3pm, Sunday Feb. 17. Tear down will be April 19.*

*Mike Koole made a motion to adjourn while Ned Hughes seconded.
Adjournment.*

The minutes were submitted by Kathy Tobin Kendall, secretary.

GRCC Budget Committee Report

January 3, 2019

Christine Mooney, Jan Lewis, Jeanne Quillan, Ned Hughes, Matt Hendricks, Shealyn McGee Sarns, Bill Lewis (guest)

Christine passed out club Income-Expense Statements for the past 6 years. Shealyn had prepared a skeletal budget statement based on the last one done in 2016 (for 2017) and the one begun, but never completed last year (for 2018). Using these documents, the committee came up with recommended budget numbers for the coming 2019 year. Several numbers were left blank, pending Shealyn and Matt's investigation into Projector Equipment costs.

Jan began the meeting by pointing out that, though we had prepared a budget in the past, we have not tracked our income and expenses AGAINST that budget, so we are still in the dark about whether the changes made in 2016-17 have met the goals set at that time.

TREASURER REPORT CHANGES

The treasurer needs to, at a minimum, ADD several COLUMNS to the end of what has been referred to as the BUDGET report. Those columns would be the BUDGETED AMOUNT for each income and expense category, AND the DIFFERENCE between that budgeted amount and the YTD values.

1. It was recommended that the club acquire a copy of QUICKEN software (approximate \$35), which would be installed on the treasurer's computer (or potentially run from the cloud) and used to maintain the club's books.
 - a. Bill Lewis could help with the set up of the accounts. The software should help minimize the treasurer's job because it would eliminate any double entries in multiple spread sheets.
 - b. The "look" of our treasurer's reports might change a little, but the job should actually be easier once the initial learning curve has been met. Membership contact information will still need to be maintained separately in Excel and MailChimp.
2. It was recommended that to maintain better cross checks and accounting practices, that whoever is handling the books not be authorized to sign checks, and that a third party reconciles the accounts.
 - a. The treasurer would maintain the books and can write the check, and either VP would need to sign the check. Not many checks are written on a monthly basis. Most activity, except for speaker fees and room rental is around Year End, and in most cases signature can be arranged to happen at the meetings.
 - b. In addition, the two VPs who have signature authority should have login access to the bank account. Thus far, no one beside Christine has been monitoring the accounts other than the reports she presents at the meetings.

- c. These recommended changes are standard accounting practice and protect both the treasurer and the club as a whole.

INCOME SIDE RECOMMENDATIONS

1. Change the dues due dates... sooner than April (February?). Given that we have online payment options there is no reason why we should let members lag in payment of their dues. This is our major source of operating revenue. NOTE: Current budgeted amount for 2019 was not based on a specific number of members, but rather on the income records for the past few years.
2. We are giving away membership when we allow those who join in the fall to have that membership be an 18 month membership. Why can we not prorate a membership? Join in the September-October-November for $\frac{1}{2}$ or $\frac{1}{3}$ the annual cost?
3. Dual memberships currently set at \$50. This is a very significant savings (more than 50% off the single membership... perhaps too much? What if dual membership was \$60-65? Do we need to consider another dues increase?
4. Charge non-members for ALL PROGRAMS, not just those with paid speakers.
5. Fundraising Chairman Needed. We have absolutely no reserves or savings. The club is operating on a month to month basis. We will never be able to purchase new equipment if we do not come up with some means of raising funds.

EXPENSE SIDE RECOMMENDATIONS

1. Year End Awards – Outside of speakers and room rentals this is our single biggest expense... almost \$1000 including the food. Budget was scaled back for 2019... though we would still be in balance if the year end awards did not change. Do we need a trophy for top score print/digital? (Smaller trophy is \$25 each, larger is \$28. More than once the top score winner has been a tie.) Could this award be a ribbon or certificate (maybe a fancier certificate)? Scale back ribbon choice. Thoughts?
2. Continue to look for a more economical meeting location.