



WE UNITED Board of Directors
Conference Call

Date:	November 18, 2016	Time:	5:00 pm PST
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Acting Chair in Attendance? President Julie Alonzo
 Secretary? Secretary Bruce W. Menke

President Julie Alonzo called the meeting to order at 5:04 pm PDT

Members in attendance at roll call

Members Absent

Last Name	First Name	Title	Last Name	First Name	Title
Alonzo	Julie	President	Peet	Howard	Director R5
Price	Barbara	President Elect	Alvarez	Ruth	Director R7
Menke	Bruce W.	Secretary			
Luoma	Donna	Treasurer			
Schwartz	Cari	Director R1			
Limond	Polly	Director R2			
Stanko	Chris	Director R3			
Atkinson	Doreen	Director R4			
Kimberly	da Silva	Director R6			

Current strength of body was 11. Minimum # for quorum was 6.

Members in attendance was 9.

Quorum Achieved

PREVIOUS MEETING MINUTES

Latest draft v3 of the minutes for the October 27, 2016 meeting of the board were accepted.

TREASURER REPORT

Treasurer Donna Luoma gave an update regarding progress on financial accounts. A written version of the report to the board is appended to these minutes.

- Correspondence from the accountant Heather Crippen suggesting the accountant work with Donna to set up the QuickBooks to ensure it is properly set up since it is the first time. She would charge \$300.
 - Donna wanted to reach out to Erin O’Shaughnessy who has requested to be on the Financial Oversight Committee as to whether she may have some insight with her accounting background.

- President Alonzo suggested that this year since our income is less than \$50K, a post card filing may be easy for us (Treasurer) to do and pay the accountant to set up the QuickBooks first.

AUTHORIZE EXPENDITURE FOR QUICKBOOKS SET UP

- President Julie Alonzo made a motion to:

MOTION *Authorize Donna Luoma to contract with Heather Crippen to set up the QuickBooks for a cost not to exceed \$300.*

- ✓ Voting strength of the body was 9. By voice vote the motion carried.

ESTABLISH JUDGE PROGRAM DEVELOPMENT COMMITTEE

- President Julie Alonzo made a motion to:

MOTION *Establish a Judge Program Development Committee to (a) develop a written proposal for a Judge Training and Licensure Program to share with the WE United Board, (b) assist the Board with planning and organizing Judge Training Events, and (c) develop written applications and processes to be used by people applying for judge licensure with WE United. Initial committee members shall be Wayne G. Hipsley as chair, Nicole Chastain Price, and Cari Schwartz.*

- ✓ Voting strength of the body was 9. By voice vote the motion carried.

ESTABLISH THE AWARDS COMMITTEE

- President Julie Alonzo made a motion to:

MOTION *Establish an Awards Committee to (a) research Year End Awards to bring to the WE United Board for consideration and possible purchase, (b) oversee the purchase, distribution, and celebration (publicity campaigns) of Year End Awards, (c) seek donations from companies / people / breed organizations to supplement the WE United Awards program. Initial committee members shall be Jennifer McInnis as chair, Kris Blacklock, and Lyne Raff.*

- ✓ Voting strength of the body was 9. By voice vote the motion carried.

APPOINT ERIN O'SHAUGHNESSY TO THE FINANCIAL OVERSIGHT COMMITTEE

- Treasurer Donna Luoma made a motion to:

MOTION *Appoint Erin O'Shaughnessy to the Financial Oversight Committee.*

- ✓ Voting strength of the body was 9. By voice vote the motion carried.

CREATE THE SHOW LICENSING AND OVERSIGHT COMMITTEE

- President Julie Alonzo made a motion to:

MOTION *Establish a Show Licensing and Oversight Committee to (a) develop written materials for show licensing to bring to the WE United Board for consideration and possible adoption, (b) assist Regional Directors and Regional Committees with providing information for show organizers across the different regions, (c) develop written applications and processes to be used by people applying for show licensure with WE United, and (d) develop written materials to be used by competitors, show organizers, and staff to provide feedback for competitions. Initial committee members shall be Chesna Klimek as chair, Becky Mathews, Susan McIntosh, and Bruce W. Menke.*

- ✓ Voting strength of the body was 9. By voice vote the motion carried.

NEXT MEETING

Next meeting of the Board is scheduled for Thursday, December 22, 2016 at 5:00 pm PST.

Meeting was adjourned at 6:05 pm PST

Bruce W. Menke, Secretary

November 18, 2016

1. Treasurer Report
 - a. Would the board like to be individually emailed a copy of my summary or wait for it to come out in the minutes? I definitely will send the report to Bruce so that he does not have to madly take notes
 - b. Implemented a General Treasurer email through the website that is password protected. It will roll over to anyone who is the WEU Treasurer.
 - c. Three different national banks were researched for business accounts. The Board members decided US Bank would be the best choice to open our checking account. WEU business checking account progress is halted until Oregon Secretary of State changes the WEU information that allows Barb, Bruce, and myself to do business on behalf of WEU. The information change was mailed to Julie last week for her to sign and mail in.
 - d. Pay pal has a different transaction fee for non-profits. I calculated that, from our 300 members paying a minimal \$25 membership, as a non-profit we would save \$54.00 in fees for those transactions – besides larger amounts we anticipate from donations. Some of the documentation required is to have a linked business account and to submit a preprinted bank statement among other things. This is on my radar to implement once the documentation is available.
2. Pay pal balance \$2,689.56 - Bank balance \$1,209.30 Total available funds \$3,898.86 as of 6:40am today.
3. All expenditures have been verified by receipt except
 - a. Waiting for Attorney statement for \$292.50
 - b. Julie to be reimbursed \$55.00 for the WEU incorporation fee without a receipt. Bookkeeper/Accountant stated this would be OK because there is a way to verify it if IRS requested it and the amount is small. PO is in process.
 - c. I am keeping both a hard copy and digital copy of all receipts. I probably will implement a flash stick back up if I do not have cloud ability to save receipts (of course the flash stick would burn in a fire too). I am hoping QB might have something like that.
4. Heather Crippen has agreed to be our Bookkeeper/Accountant (Julie asked her) provided our donations are below \$50,000.00. Once we surpass that amount she recommends a CPA.
 - a. Heather's fee is \$45.00.
 - b. She thinks it will take her 1.5 to 2 hrs to file needed IRS paperwork for end of year
 - c. She will do the yearly audit, but did not give an estimate. Our books are slim, so I doubt it will be more than 2 hours
 - d. She "is not nitpicky" about answering occasional questions. I have already sent her about 5 emails involving a mistaken deposit and about reimbursing the incorporation fee without a receipt. I would ask the Board to consider paying her an additional \$45.00 when she bills us for her work at the end of the year. It is nice to have a resource.
5. Budget
 - a. We do not have last year to estimate, however, at least right now we should budget \$225.00 for the Bookkeeper/Accountant (that is 5 hours)

6. Financial Oversight Committee

- a. The FOC met for an hour via skype (that was neat) 11-10-16
- b. Michele, Chair, and Nicole are currently working on questions and clarifications to discuss with the board at some point.
- c. Out of that meeting came a couple Treasurer duties I would like to implement and ask the board to approve
 - i. Posting the monthly Treasurer report on the website that only members can access
 - ii. We have already implemented, but would like official approval, that if any reimbursement needs to be made to the President or Treasurer, the President Elect needs to cosign.

7. Quick Books

- a. Plan to start importing paypal/Current bank numbers to QB within the next week. I will contact Heather Crippen per Board vote.

Well, that is it, Folks. I have been dedicating 40 to 60 minutes daily for the past few weeks. I feel that I am finally getting a handle on the incoming information and feel mostly organized. Everyone has been so wonderful with their timely responses and encouragement! I anticipate to be able to decrease my time as systems are put into place. Thank you so much!! ☺ D