SI Chico Administration Committee end-of-year report for 2019/20

Committee members included: Becky Yuhasz, Juliann Clark, Linda Lotspeich, Carol Braziel, Gail Nottingham, Cheryl Tuck-Smith. Co-Chairs were Joan Stoner and Gayle Aylward.

In August, our committee worked on finalizing the budget for this year, making corrections after final details were submitted from the Epicurean Rendezvous Fall Fundraiser. Started work on how to include the SIA giving contribution of 10% into the budget from fundraising income. We were asked to start putting together a list of President's Projects to be recorded in our Handbook. Lastly, we started discussion about how to manage members who did not participate in fundraising projects. Do we charge a fee and what amount? This was never resolved in Admin Committee.

In September, our committee arrived at a solution to submit to the Board regarding SIA Giving of %10. The calendar and guidelines would be updated for the following: Treasurer to advise SI Objectives Committee in Sept. what amount was 10% of prior year's primary fundraiser. SI Objectives Committee would then decide the amount to give, up to the 10% amount, and submit a motion to the Board at October's Board meeting. A payment to SIA, based on results of the motion, will be made in December.

In November, we arranged for the two insurance policies (D & O policy, and Crime policy) to renew on same date for easier management by Treasurer. Carolyn D. and Becky Y. agreed to complete the financial review of the books for prior year. Joan S., Club CPA, confirmed that IRS form 990 has been filed.

In January, the financial review of 2018/19 was completed, with no issues found. Treasurer Joan S. met with our Financial Advisor, Jim Braziel Jr., regarding our Legacy Fund investment account and will make a report to the Board.

In March, the proposed budget for club year 2020/21 was started.

In May, we presented the proposed budget for next year to the Board. Our committee discussed paying Joyce Brown for her professional services on our club website and E-blast as the work is far more than what would be expected from voluntary service. It was agreed that we could manage to pay up to $1000 a year for this work. Our committee set new guidelines for managing the post office box now that it will be key entry, not a combination code. The President Elect will have 1 of the 2 keys to back up the Corresponding Secretary who will have the other key. Treasurer-Elect will oversee the keys, collect and assign them each year and maintain paperwork for this responsibility.

In June, we submitted motions to update to the Handbook for mailbox keys management, bylaws changes to address the use of virtual meetings for official business, approve acceptance of Joyce Brown's contract proposal for website maintenance at $1000 per year for the 2020-2021 club year. We agreed to investigate software options, other than Quickbooks, for financial accounting due to lack of interest of club members to step up to Treasurer or Treasurer-Elect positions.

Submitted by Gayle Aylward, Admin Committee Co-Chair