

## Executive Committee

January 31, 2009

12:20 pm

### Attendees:

President – John Roloson

Vice President – Christine Zell

Secretary – Vacant (Acting Christine Zell)

Treasurer – Suzanne Cari

Immediate Past President – Mitchell Cari

Insurance/Membership – Pat Wilcox

Webmaster - Morris Weisbart

Quorum was established.

President Roloson thanked everyone for attending

- Concern regarding information distribution – minutes, financial reports, etc.
- A major portion of our population does not currently access our website
- Need to find out
- Ran through the process

Acting Secretary Chris Zell, ran through the procedure of minutes creation and distribution:

1. Secretary takes the digitized or recorded minutes
  2. Types them up into draft form
  3. Provides them to the President
  4. The President goes through and validates or puts in recommended corrections to those minutes as he/she remembers them to be
  5. Sends them back to the Secretary
  6. Secretary refines them
  7. Secretary sends them to the Webmaster with a cc to the President
    - a. Previous guidelines were the Minutes needed to be posted no later than two (2) weeks prior to their next meeting – whether that be Board or Delegate specific
    - b. Once they are on the Website, if you have designated yourself as not having electronic capability, only then is the minutes forwarded to you in hardcopy. All others having electronic access must access the minutes via the website.
    - c. It had been established way back that financial records would not be converted electronically or digitized for placement on the website. Only specific figures mentioned during the meeting would be incorporated into the minutes but the actual financial standing would not be posted on the website. Hard copies are made available to the attending representatives.
- Webmaster asked how many people received hard copies.

- Zell stated six to eight members. With assistance from Keron Weisbart, clarified six recipients – two from the Board and four additional delegates were on hard copy distribution. All others had electronic access.
- President Roloson stated that the delegates have difficulty in making financial decisions and voting on budgets and other financial matters without knowing the current financial status of the Association.
  - Webmaster Weisbart stated that it was his understanding if a hard copy was mailed to each member that cost the Association approximately \$120 in copying fees and mailing costs. This would result in approximately \$800 per year.
- President Roloson asked why can't we send these financial reports by email (citing those who do electronic banking as an example).
  - Treasurer Cari stated it was because banks have security systems and devices that protect them whereas our website does not.
- President Roloson asked the Presidents/Representatives how many of you would like to get these reports.
  - Discussion points included:
  - Non-profits must make their financial records available to the public. There should be no reason they can't be visible on the website.
  - Publishing our accounts, with the current balances, makes us vulnerable to being even more bombarded with solicitors. Currently have a SPAM issue with published email addresses. This would create major havoc with those listed on the website.
- *President Roloson made an amendment to the agenda to include this item for discussion*
  - Question posed to Webmaster regarding a subaccount that could be password protected.
    - Response from Webmaster Weisbart that he was unaware if one could be done at this time. Thought direct distribution was best and safest.
  - Question posed to Treasurer – has there ever been a request from a private party to look at ASDSC books.
    - Treasurer Cari stated there had not been.
  - Treasurer Cari also stated that she does not have security enough on her computer to ensure the documents are secure in emailing even if they were password protected once they were loaded onto the website.
  - Buttons n Bows' President stated that they do most of their business by email. Suggested emailing the Treasurer reports. If someone intercepts, they could have gotten them upon request anyway.
  - Vice President and ex-officio Secretary Zell recommended that the Secretary look over the roster of attendees and mail a hardcopy of the Treasurer report to those not present. And advertise that anyone that wants to know the financial standing of the ASDSC can request directly from the Treasurer a copy to be sent directly to them or contact the Secretary for the last distributed copy of the financial standing. The

Treasurer should not have to run a special report but only provide the last distributed copy from the last meeting.

- Synopsis of many back and forth discussion concerning distribution of Treasurer's reports – Tabled until Board Meeting.
- President Roloson's asked Webmaster Weisbart if he could send out an email once the minutes were posted.
  - Webmaster Weisbart stated he's already doing that. He's been doing that for the past 5 years.
  - President Roloson stated he did not receive those emails.
    - Email was sent to District Directors, Delegates and Board Members. He said he was sorry if that was not passed along to club members but that was up to them.
- President Roloson asked what verification process does the Webmaster use to ensure our email contacts are up to date.
  - Webmaster Weisbart stated that he was in the process of doing just that. Several emails have bounced back and now it's time to get an accurate, updated listing of email addresses.
- President Roloson stated we are at a new beginning and have to ensure we have an accurate way to communicate with our clubs.
  - Vice President/Acting Secretary Zell stated that on the sign-in sheet for the Board Meeting, we will have a place for your name, club or office you are holding and email address. For those that we do not get an email address for, I will pursue the President of that club to get an email address to ensure we keep the clubs up to date and get the information to them in a timely manner. If we have an erroneous email, we'll replace that with the email we get from the list today.
  - Webmaster Weisbart, in response to one of President Roloson emails, printed out a list of bad email addresses from emails that have bounced back.
  - President Roloson stated that now the Webmaster would need to go back and track down good emails for those people's emails that have bounced back.
    - Past President Cari stated concern of placing the Executive Committee as responsible for tracking down people's email addresses is getting into a dangerous area. We'll end up working the Webmaster to death. If clubs want to get the information, they need to be held responsible for ensuring we have accurate contact information.
  - President Roloson stated that if the Webmaster gets a bounce back of email then he will send an email to that club President and let them know and that will be the end of it.
    - Membership/Insurance Wilcox stated that these are volunteers and everyone has a responsibility to either be here or send a representative. We're placing way too much responsibility on the Executive Committee.

- President Roloson stated that he's not trying to place responsibility on the Executive Committee but just wants to fix the problems and start the year with good information flow.
- Question to President Roloson – You seem very concerned about this. Is there a club or clubs that are not getting the information?
  - President Roloson stated that coming into the position as President – he was trying to obtain the financial reports. Knowing the District Director would normally get those, President Roloson contacted the District Director that represented the Apple Jacks and Jills. The District Director wasn't at the December meeting therefore did not have a copy. Thus, stated President Roloson, the system is broken.
- Question from the floor – are there actually emails that do not work where clubs are not receiving emails?
  - Vice President/Acting Secretary Zell – that would be correct. In addition, the District Director nor Apple Jacks and Jills did not request the documents as requested from President Roloson. That is where it is important that the representative of the clubs request the documents. You are the conduit and in order for the system to work, we need to make sure we do the follow thru.
  - Treasurer Cari also confirmed no request had been made on President Roloson's behalf.

Meeting adjourned – approximately 1:15 pm.