

SADDLEBROOKE GENEALOGY CLUB BOARD MEETING
NOVEMBER 6, 2014

In attendance: Officers Dave Tiefenbach, Pat Spencer, Cynthia Karcher, and librarian Linda Henriksen, past treasurer Gloria Quigg, and auditing committee chair Hod Wells

The meeting was called to order at 2:15 pm. by Dave Tiefenbach. Pat Spencer made a motion, seconded by Dave, to approve the minutes of the September board meeting. Motion carried. There was no board meeting in October.

The five recommendations of the Audit Committee were reviewed and resolved as follows:

1. Gloria explained that several receipt books were used each year; for example, one for dues, one for the luncheon, etc. As a result, recorded receipt numbers did not follow in chronological order. Pat will provide a list to the Audit Committee of the receipt books with beginning and ending numbers.
2. Pat will make sure that the Audit Committee has the records of the prior year as well as the year being audited so that it is clear when dues for the following year are paid before the end of the current year.
3. A gift certificate for a one year membership will be recorded as recommended by the Audit Committee.
4. Pat and Gloria will meet to resolve the issue of the deposit of dues of three members.
5. Pat has followed the recommendation.

Pat will prepare an updated procedure list for the treasurer, based on today's discussion.

Cynthia made a motion, seconded by Pat, to approve the Committee Chairs. Motion carried. The Master Calendar for the coming month was reviewed. Pat made a motion, seconded by Cynthia, that the Board approve the recommended changes in the bylaws. Motion carried. Dave will post the bylaws on the website and the membership will vote at the next meeting. Cynthia made a motion, seconded by Pat, that the recommended changes to the standing rules be approved. Motion carried. Dave will post the standing rules on the website, to be voted on by the membership at the next meeting.

Duties of officers and committees will be presented for board approval after Pat updates the duties of the treasurer.

The door prize list was approved. Registration for the Recreation and Activities Fair will be November 10, and Pat will take care of it.

Treasurer's report:

We have established a policy, effective January, 2015, that from June to December new members will pay full dues of \$20. January - March new members will pay \$10 for individuals, \$15 per family. New members joining in April and May will pay full dues, which will be in effect immediately and for the following fiscal year. Eight members have paid dues in January, February and March of 2014. Since their dues are already accounted for in the 2014 budget, they will be grandfathered.

Pat and Bonnie have established a membership roster policy. Linda asked about the budget for the library. It is \$200. She suggested that members be asked if they have suggestions for book purchases. Dave will email the membership.

Meeting adjourned at 3:15 p.m.

Respectfully submitted,
Cynthia Karcher, Secretary