

# The Region 5 Bylaws Committee Report

for Saturday, October 29, 2022

## **Business:**

### **Decisions made:**

- 1) Voted to present Emergency New Business 1 to the Assembly.
- 2) Voted to present Emergency New Business 2 to the Assembly.
- 3) Decided a possible Emergency New Business motion was not an emergency and would not be presented to the Fall Assembly. We recommend that this goes back to the subcommittee for consideration for further action.
- 4) The Committee determined that the current Region 5 Standing Rules be reviewed within the committee.

### **Actions taken:**

Pam P. volunteered to be the Chair for this committee, the committee accepted.

Decided future meetings will be held the first Wednesday of each month at 7:30pm EST unless unnecessary.

### **Assignments made:**

No current assignments

### **Issues for later:**

Review current Standing Rules and recommend updates to current practices.

# The Region 5 Finance Committee Report

## The Region 5 Finance Committee Meeting Minutes

for Saturday, October 29, 2022

**Acting secretary:** \_\_\_Judy W\_\_\_\_\_

**Chair:** Treasurer Linda P

**Others members present:** \_\_\_Sally L, Judy W, Barbara H, Sheryl G, Kelly C, Linda P, Lori H

### Notes -

- 1) Opened with Third Step Prayer
- 2) Reviewed the purpose of this committee and how the Twelve Traditions and 12 Concepts apply;
  - a. Currently use QuickBooks to document donations and payments. Use this to balance the bank statements and produce reports.
  - b. Our banking is currently through Chase and our registration and credit card processing is through subsidiaries of Chase.
- 3) Old Business:
  - a. Reviewed the Budget to Actual as of quarter three and projections used for setting 2023 budget. Increased the budget for Assembly income to match the Assembly expense at \$6000 based on a projection for 2 in person Assemblies. Agreed to recommend the Budget as adjusted. This reduces the final budget deficit to \$16,042.00.
  - b. Discussed the Prudent Reserve and what the current requirement is for maintaining our checking account free of charges. Recommended that we set the Prudent Reserve at \$20,000; and leave both this and monies to cover the Budget deficit in the Region savings account.
  - c. Discussed Best Practices for making donations to Region 5, including IGs that collect and send one check; the fact that individual donations do not get assigned to a specific group unless there is a group name and number with the donations; different ways Zoom groups may do donations.
  - d. Money available to send IG delegates to WSBC as well as Region 5 to send up to 5 delegates to WSBC representing the Region (not an IG).
  - e. Audit function: Representatives will continue to get copies of the Bank statement and reconciliation monthly. Linda will also send everyone the access link for the Chase Bank folders on the OneDrive.
- 4) New Business:
  - a. Just a reminder to ask groups and intergroups to use the contribution form on the website and to request an email receipt rather than a mailed receipt if possible.
  - b. Agreed that we should continue to use RegFox for registrations and contributions. Zero dollar registrations charge a fee to the Region that the Region will continue to absorb since currently zero dollar registrations are rare (\$30-40 a year).
  - c. Draft 2023 budget recommended for approval by the Region 5 Assembly.
- 5) Closed the meeting with Serenity Prayer

## **The Region 5 \_\_\_Finance \_\_\_ Committee Meeting Report**

**for Saturday, \_\_November 29 \_\_,2022\_**

### ***Business:***

#### **Decisions made:**

- Updated Proposed Budget to match Assembly income to expenditures - \$6000.
- Will use \$20,000 as our Prudent Reserve Requirement as well as maintain enough in the Savings account to cover the projected budget deficit of \$16,000. Money from Savings account will be moved to checking as needed to cover any shortfall.
- Recommended Budget as revised be accepted by the Assembly.
- All Intergroups should be made aware of the opportunities for funding of representatives, delegates, and PI/PO projects via outreach from our Committee and any IG communications we send.
- We will continue to use RegFox for all registrations. The Region will absorb any fees charged for registrations that are for \$0 (when the event is not otherwise free).

#### **Actions taken:**

- Review of Finance Committee purpose and relationship to Concept 12
- Treasurer reviewed how we do our bookkeeping using Quickbooks and generate reports and balance bank accounts using this program.
- Reviewed year-to-date budget versus actual income and expenses. Reviewed proposed 2023 budget.
- Shared best practices for donations, including how an individual can donate to Region 5 and have it attributed to a group or intergroup.
- Recommended that Finance Committee reps share some of our discussions with their Outreach subcommittees.

#### **Assignments made:**

- The Treasurer will continue to send the bank statement and reconciliation to Committee members by email once a month. Comments and questions will be sent back to the Committee as needed.
- The Treasurer will give Committee members access to the Chase Bank folders on the Treasurer's OneDrive that contain the 2022 and 2023 monthly receipts and deposit information.

#### **Issues for later:**

- Should we add the extra Savings over reserves to the donations to WSO?
- Need to update the names of the Outreach Committees