



**ESAA Board of Directors
Videoconference
March 28, 2022**

In attendance: Colleen Bell, Julie Brimble, Lynda Chase, Leslie Crawford, Judi Hunter, Kathy Cunningham-Roy, Jane Flynn, Susie Kerwin-Bush, Sandy Miller, Joanne Mistler, Mary Nowak, BJ Parsons, Julie Quirk, Coleen Raber, Cindy Rice.

Guest David Mates joined the call for a discussion on the Treasurer's position as well as the Finance committee report and the 2021 National Reconciliation report.

The meeting was called to order at 7:44 PM EDT.

Treasurer's Position

The first order of business was to discuss the Treasurer's position. With all of the accounts that must be separated and all the National level events that have been added over the years, this position has become one that is now beyond the level of a volunteer.

- ✿ Cindy Rice investigated what might be charged if ESAA would use an outside bookkeeping firm that has expertise in QuickBooks. Her report to the Board recommended a company for consideration that has experience working for not-for-profit organizations and offers a discount for such.
- ✿ The possibility of giving a stipend to the elected treasurer was discussed as well.
- ✿ Any outside bookkeeping services should be vetted, and ESAA should seek out quotes from several companies.
- ✿ The few companies that responded to Cindy gave quotes based on the criteria presented to them, and typically the quotes were "packaged" deals rather than hourly rates.
- ✿ Any company we would choose to hire would have to agree that ESAA maintain ownership of all data.
- ✿ The question was brought up as to whether going to an outside organization will be even more work for the treasurer to oversee everything.
- ✿ The finance committee feels it is crucial for all checks to be signed only by the ESAA treasurer and/or president.
- ✿ A Kerwin-Bush/Rice motion was made to investigate the feasibility of subcontracting many of the treasurer's responsibilities to a bookkeeper familiar with QuickBooks and also familiar with non-profit organizations like a dog club. The motion passed with one abstention.

Finance Report

The report tracked all income and expenses over the past 5 years. The following are included:

- ✿ Balances for all specific funds
- ✿ General profit/loss
- ✿ Profit/loss for all National level events
- ✿ ESAA Annual profit/loss
- ✿ The Finance committee continues to work with the 2022 National Chairs.
- ✿ The finance committee recommends the Board to consider a change in the ESAA membership dues at the Annual Board meeting in October.

The finance report finds ESAA continues to be in sound financial shape, but the Board is encouraged to remain vigilant in our spending decisions.

The report was passed on a Mistler/Nowak motion.

2021 ESAA National Reconciliation

- ✿ The report included the profit/loss from all activities held during the time of the National including the National Conformation Specialty, Obedience and Rally, Agility, Top 20, and Field Events.
- ✿ There was a miscommunication on the Top 20 raffle which has been corrected.
- ✿ Committee chairs need to get Board approval for any funds spent for any National event that might exceed the recommended budget as listed in the ESAA National Guidelines as well as purchasing items for several future National years.
- ✿ COVID had a big impact in losing room nights which created a larger than usual deficit.
- ✿ It was noted the sale of Top 20 catalogs has really diminished resulting in a huge loss in 2021. A Miller/Kerwin-Bush motion was made to eliminate the separate Top 20 catalog and incorporate Top 20 ads into the National catalog. The motion passed unanimously.
- ✿ A Nowak/Kerwin-Bush motion was passed to accept the National Reconciliation report.

A Quirk/Bell motion to adjourn was passed at 9:07 PM EDT.

Respectfully Submitted,

Coleen M. Raber

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ESAA Secretary