

**Secretary / Treasurer Call
Discussion Notes
February 22, 2018**

Invited participants:
Secretaries, Treasurers, Presidents, and VPs/Administration

Please mark your calendar to participate in the next quarterly Secretary / Treasurer call. You will get a Ready Talk invite for the call.

▪ August 15

Choose the time that works for you:

- 8:00am Pacific/11:00am Eastern
- 4:00pm Pacific/7:00pm Eastern

2018 Board Transition

We are almost finished with February – The transitioning stage for your position should be completed but proper mentorship is still of utmost importance. If you still have questions – and I'm sure you will - Please reach out to your fellow board members and of course we are also here at the INC office to assist with any questions. We want your experience to be a positive one, so don't hesitate to reach out to any one of us!

- 1 suggestion regarding Mentoring was to take a lot of notes, upload them to the Chapter's shared DropBox Account and keep them from year to year.
- Another suggestion was to get start the mentorship as soon as possible.
- Annual budget

2018 Annual Budget Development

2018 budget development deadline is at the end of February, so those do need to be submitted to the INC office if you haven't already done so. I sent out a reminder on Friday and received a few responses back on those, so thank you for that! We will be reviewing them all and getting the numbers into the Excel Financial Reports that you receive monthly from Julie Hartmann at NEWH, Inc. This way you will have a visual of where your Chapter is financially and how close you are to staying within your budgeted amounts.

Board minutes

Secretaries should have the previous month's minutes at the board meeting for chapter approval. The minutes must then be submitted to Kathy at the NEWH, Inc. office. They should also have the By-Laws at each meeting. Chapters have been doing an excellent job getting those in, but if anyone feels as though they are falling behind for any particular reason, just let us know how we can assist. Please note it is documented and included in the board packet for the International Board of Directors' meeting for those who have submitted.

Signers on chapter accounts

Most chapters have submitted their signature cards, but for those who have not, those must be turned in as soon as possible. Once you have them all signed, please let me know and I can get you a UPS label to have them shipped back to me. Those not in compliance and do not have current signers are unable to write checks out of their accounts – the bank will not allow them to be cashed.

Website

If you haven't already familiarized yourselves with the website, there are many great resources on there, so please acquaint yourselves. Templates, the By-Laws, etc. Once you are logged into the website, head to Resources then Board Resources and you will find all kinds of helpful tools. If you are looking for something that you are unable to find, please let Diane at the INC office know and she will be able to help you out. If you haven't logged in yet, or don't know how to get logged in, it's no big deal – just shoot Diane an email and she will help get you up and running. We just want to make sure that you have the ability to log in and have all of the resources available to you whenever you might need them.

Certificate of Insurance

For fundraising events, the certificate of insurance should be taken out. Cost is \$50, you will receive an invoice from me. So that should be considered when preparing your event's budgets. Some programming events don't require one, but in some instances it is a request of the venue, such as events at museums or schools. If uncertain, please contact me and we can analyze the personality of the event. They are not required for Toasty Tuesdays, Thirsty Thursdays, happy Hours, etc that take place in a bar/restaurant. Please allow a couple of weeks for the request as we do outsource that through our insurance agent.

State Compliance

Nicole Crawford takes care of that in our office. She ensures all necessary signature are obtained and we pay any necessary fees here. We in turn invoice your chapter for that. Raffle regulations must be taken into consideration as well as the rules vary so greatly based on location. Please check any city, county or state rules regarding this prior to having one. Any questions, contact Nicole at the INC office.

QuickBooks Online

For Chapters who hold their own check books, I have reached out to the Treasurer's and Presidents regarding the Quickbooks Online training with me. If anyone is having issues logging in please let me know. It is important so that the Chapters are on board with recording and retrieving all of the necessary data. Treasurers should have the chapter financials available at each board meeting. Remember that each board member is responsible for the chapter finances, so please be mindful of these numbers and certainly don't hesitate to ask questions if things aren't clear. If anyone feels they need further training or guidance, please reach out to us and we can arrange something.

GoPayment Reader

Each chapter has a swiper(s) to process transactions at events. We highly stress that chapters use them at their events as there have been past occasions where funds haven't been collected and the back-tracking process turns unsuccessful and money is lost. Make sure your device is working properly at least three days prior to, so we can complete any trouble-shooting if necessary. Go Payment offers the ability to set up items, so if there is something that you will be charging multiples of during any specific event, let me know and I can get an item set up for you to use. There are a few different ways you can use the app, you can accept payments through the swiper, you can manually enter card information and you can scan or take a picture of the card. One suggestion I have heard is to make sure you have the volume turned all the way up as the readers work through the audio jack.

Results of Activity Reports

After each event is done the appropriate report needs to be submitted to this office within 45 days (programming vs. fundraising). It's in an Excel format, so it does the calculations for you. This can be located under board resources after being logged in. Again, chapters are doing an outstanding job of getting those in. These are so helpful because the numbers are in sync with QuickBooks online they are great for reconciliation purposes / a check and balance type of document - to make sure all suppliers have been paid and all sponsors funds have been collected.

Profit & Loss Statement

NEWH, Inc. and its chapters operate on a cash basis of accounting. So what is collected or spent within one calendar year is what will be reflected on the statement. If there is an event later in the year, some transactions may not show on one given calendar year. When analyzing an event, it is not to say your event necessarily shows a loss, it's just that the window of time needs to be broadened to completely reflect the entire event's results.

Sponsor Thank You Letters

Chapters should be sending out Thank You letters to all their event sponsors. We have a template on the website under the Programming/Fundraising section inclusive of our tax ID#. It's so important to reach out to those who support our mission of scholarship and education to let them know how much their generosity is appreciated!!

Financial Records

NEWH, Inc. and its chapters should retain all financial records for 8 years. Any chapter wanting to send previous years' records to NEWH, Inc., please do so and we will weed through what needs to be kept.

Q&A

I just want to personally thank each of you for all of your hard work and all of the extra time that you put in to help make NEWH as great as it is! Without each and every one of you, NEWH would not be here! Here's to a FUN and SUCCESSFUL 2018!!

Any questions?

- Contact the following NEWH, Inc. Board of Directors:
 - Fernando Diaz- NEWH Inc. VP/Finance - fernandodiaz@msn.com
 - Natalie Sheedy, NEWH, Inc. Secretary - nws@nataliesheedy.com
 - NEWH, Inc. office newh.finance@newh.org

We look forward to assisting you in any way we can to make your job easier! 800-593-6394