

NEWH Secretary/Treasurer Call August 16, 2017

Invited participants:
Chapter Presidents, Chapter VPs/Admin, Secretaries, Treasurers

- 2018 Board Transition

Nominations have gone out for 2018. If you are not serving in your position for 2018, please start the mentoring process if someone is in place for the next year. We are also here to assist with any questions or concerns you might have. We want the transition to be smooth for the next person filling in the discipline. Has anyone started the mentoring process or mentored in the past? Can you share what has worked or not worked for you? It was suggested to start the process as soon as you can, the earlier the better. Nominations close mid-October, so watch for your annual budget templates to be coming through to you mid to late November.

- Annual budget

We are nearing the 4th quarter of 2017, so please start thinking about your 2018 budgets. 2018 budget development deadline is at the end of February, so those need to be submitted. I plan on setting some time aside starting in December to have calls with any and all Chapters who want me to help them through the process. Once they are all submitted to the INC office, we will be reviewing them and getting the data into QBs online as well as the Excel document that you received from NEWH, Inc. monthly. All the templates have been submitted to the chapters, so you have financial history for 2016 and 2015. This year I plan on adding an additional year of historical data to assist in the budget planning process. Please let us know and we can assist with that information. DC Chapter suggested to have a sit down meeting to go through and discuss the upcoming budgets, they also suggested to outline the upcoming year to help guide them during the budget process.

- Board minutes

Please continue on submitting the minutes in a timely manner. Most chapters are up to date, which is very much appreciated. For those who are behind, please let us know if there is something we can do to assist in getting them in.

- Signers on chapter accounts

Once we know the complete set of Board of Directors, we will be sending the new signature cards for 2018. Signers will be Treasurer, Secretary, VP/Admin and VP/Development. Signature cards should be made a priority. If they are not correctly completed and signed, the chapter will not be able to cash the checks. Just like your own personal bank accounts, if your signature cards are not on file, checks will not be cashed due to security reasons. It was brought up that if the paperwork comes back to us soon enough from the bank, that some of the chapters would like to take them along to meetings to get them signed. It was discussed that soon as we get the list of elected Board of Directors, I will get that information to the bank. Once the bank has our updated information they complete the forms and send them to me to distribute for signatures.

Website

If you haven't already familiarized yourselves with the website, there are many resources on there, so please acquaint yourselves. Mass variety of templates, the By-Laws, etc. Login is first initial last name and the password is connect, all lower case. Unless you created your own

username and password. Can also use your email or user ID#. Once logged into the website, under Resources, NEWH Board Resources is where you will find everything you need. If you are looking for something and are unable to locate it, please let Diane at the INC office know and she can help you out. If you haven't logged in yet, or are having trouble logging in, Diane at the INC office is also your go-to person. The website is a great resource to have if you would happen to have a question after hours or you aren't able to reach someone for another reason, you are very likely to be able to find your answer on the website.

- **Certificate of Insurance**

For fundraising events, the certificate of insurance should be taken out. Cost is \$50, so that should be budgeted in. Some programming events don't require a certificate of insurance, but in some instances it is a request of the venue, such as events at museums or schools and then we must have one on file with them. They are required for any NEWH INC sponsored event, but not for Toasty Tuesday's/Thirsty Thursday's/Happy Hours etc that are held at a bar/restaurant. If uncertain, please contact me (Susan Huntington) and we can analyze the personality of the event. I do ask that you 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.

- **QuickBooks Online**

Treasurers and Presidents have completed the training, so they are able to access the service, so chapters are on board with entering, retrieving all of the necessary data. Each board meeting should have the chapter finances present, so all aware of the financial status. Each board member is responsible for the chapter finances, so please be mindful of these numbers. 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/Chip Reader**

Each chapter has received the new chip reader due to the updated security issues. Please keep the original swipers as some devices may not work with the chip reader. 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. Make sure your device is working properly at least three days prior to, so we can complete any trouble-shooting if necessary. Developing items is a feature, which will save time at check-out. Provide your lists to NEWH, Inc. (Julie Buntrock) and we will get those set-up for you.

Make sure volume is all the way up on your phone to allow the reader to work properly.

Some Chapters prefer the card reader over scanning and manual entry.

The suggestion of having a common device such as a cheap iPad for the chapters was talked about. It was discussed that we would check into this for them.

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. It is a great check and balance for us to ensure that our QB #'s match what is on paper.

- Profit & Loss Statement

NEWH, Inc. and its chapters operate on a cash basis of accounting. So what that means is anything collected or spent within one calendar year is what will be reflected on the financial statements. 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 or a huge gain, 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 Programming/Fundraising inclusive of our tax ID#. It's so important to reach out to those who support our mission of scholarship and education!

- 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

Thank you everyone for all of your hard work and EVERYTHING that you do for NEWH!!

Susan Huntington

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If you have any questions, please contact the NEWH office at 800-593-6394