Agenda/Minutes

Crossborder Tourism and Recreation Alliance

BOD – Special Meeting
January 14, 2015, 6:00pm – Wilson House

1. **Call to order and roll-call:** Call to Order by Carol 6:06pm

❑ Caren Ashkar	- Present	❑ Jeanine Johnson	- Absent
❑ Beverly Bocek	- Present	❑ Kathy O'Keefe	- Present
❑ Nancy Freischlag	- Present	❑ Carol Tutzauer	- Present

2. **Summary of current financial status:** (Corrections post-meeting, noted by *)

- **Chart of Accounts:** Carol will create new chart of accounts based on 2013 information provided by Nancy. A free online application will be used, and will correspond to 990 Tax Form needs
- **Final financial accounting for 2014 Crossborder event:** 2013 stats were submitted by Nancy. Will be sufficient for now, per Carol, until Jeanine/Nancy can produce 2014 data.
- **Cash on hand**

  $5000.00, but does not reflect promised commitments of $1000 for Maritime Trail, and $1500 for Historical Society.

  * Carol also has $3,179.18 from 2014 PayPal balance.

  Actual numbers need to be finalized, as more information comes to light.
- **Expenses to date & anticipated expenses**

  Carol reported following expenditures to-date (2014)

  - Incorporation fees, both old and new names, and renewed BBQ.com domain name for 2 years $135.00
  - Domain name purchases/renewals ($13.17+$56.68) $69.85
  - Purchase online forms service (SurveyGizmo), 1 yr, 5 users $336.00
  - KCBS fees $350.00

  TOTAL = $890.85

  * Carol has a $3,179.18 transfer from PayPal account (6/2014) to apply toward these and other expenses. Carol will provide Nancy (Treasurer) with all receipts to account for expenditures.

  Caren: Insurance – Caren has contact for online insurance that may save us considerable money. She will inquire further with assistance from Kathy to ensure we have the appropriate coverage and a good price.

Other upcoming anticipated expenses:

- Liquor license $133.00
- Health Department permit $45.00
- Advertising $3800.00
- Band headliner – will need ½ of fee at signing, remainder on event day. Kathy will inquire if Nighthawks are interested for Saturday (hopefully for $1500-$2000)

- **Revenue projections:** List needed from committee chairs
- **In-kind contributions:** Board members and committee members to submit list monthly of personal costs/time spent on organization tasks.

3. **Action plan**

- **Communications:** All Board of Director communication to be sent to BOD@crossborderbbq.com
- **Accounting process & regular financial reporting:** Chart of Accounts will be on website. Will also have a read-only access ID set up.
- **Expense tracking:** Carol looking to see if can do this online also.
- **Event reconciliation & review:** With new process in place, we should be able to have a clear picture within days of the event. Suggested we create an application and review process for disbursement of proceeds to community groups. Special committee would make recommendations, with review and approval by the Board.
- **MOU for event coordinator:** We will create a memorandum of understanding for Board and the event coordinator to agree upon and sign each year.
- **Other**

  Due to our financial status, we will cancel the volunteer appreciation party at the Brewery.

  We will need to come up with a minimum of one fundraising event and are looking for suggestions. The first event needs to occur this February or the first week in March. Suggestions include meat raffle, beer tasting/pairing event at the Brewery.

4. **Adjournment:** Adjourned at 7:02pm