



Meeting Date: February 20, 2024

Meeting Start: 5:30 pm

Meeting Finish: 6:50 pm

Subject: Scheduled Board Meeting

Location: Onsite

Attending: Elisha Ash (Chair), Brad Rose (Vice Chair), Amelia Mueller (Treasurer), Ron Schroeder (Secretary), Lauren Frazier.

Absent: None

Minutes taken and prepared by Ron Schroeder, Secretary.

Meeting Called to Order

Elisha called the meeting to order at 5:35 pm and lead a moment of silence followed by the Serenity Prayer.

Minutes Approval of the 1/16/24 Meeting

The minutes from the 1/16/24 meeting was unanimously approved.

[I lieu of EXECUTIVE DIRECTOR UPDATE] / Administration

With the executive position vacant, it was reviewed that Grant Young (former director) will continue to handle administrative responsibilities on a part-time basis.

Bryce will continue to assist with facility duties including infrastructure improvements and data applications such as QuickBooks vs, Desktop applications to better improve the integration of various financial formats. Our current bookkeeper requires an existing format.

Amelia discussed financial duties/functions/responsibilities.

-Per the recent cash count, there was a deposit shortage of \$440. This is under review and investigation by Amelia and the bank. However, it is anticipated to be an accounting issue, not a fraud concern.

-Amelia proposed that a “Finance Committee” be created to increase oversight and improved audit/monitoring of club finances. She further suggested and recommended a Mercantile Bank coworker named Brittney be considered for this committee. Brittney has extensive experience in banking/financials and could also be a future prospect for our board as treasurer. The board unanimously agreed to this and to take it into consideration going forward.

-The board discussed the \$56,000 loss discovered by the board and the downward financial trend occurring with the previous executive director. It discussed how the board did not receive adequate financial reporting even after many attempts to review this information.

It was further agreed that the board must require the replacement director to be skilled in this financial component to support the board’s fiduciary duties in fiscal management.

[See Personnel Updates below for director position replacement initiatives.]

Events/Campaigns:

Upcoming events being planned include:

-Spring Luncheon

-Spring Roundup: April 27, 2024

Personnel Updates

The board discussed the initiative of filling the vacant position of director.

It was agreed to continue working with MBS Staffing to ensure an efficient and timely search for a qualified replacement. MBS has worked with the entire board to list the requirements and salary range of this position. Based on the Alano Club requirements and financial capabilities, MBS suggested the new title of “Director of Strategic Initiatives” to better fit the salary range and responsibilities. It is expected that the board will begin interviewing candidates attained by MBS during the later part of March 2024.

This position job posting is also being shared with club membership.

New Business

In the interest of transparency and concerns over membership dissatisfaction issues, it was discussed to conduct a special membership meeting whereby the board would explain the challenges it has faced and the solutions it has pursued. Lauren expressed interest in developing a meeting whereby the board could present the issues and share openly with members the reasoning behind recent decisions. Lauren agreed to prepare a meeting agenda with an outline of the sequence of dates/location/invitations for the board to review and implement. The board unanimously accepted this proposal.

Adjournment

The meeting was adjourned at 6:50 pm.

Next Meeting

The next Board Meeting is scheduled via Zoom for 3/19/24 at 9:00 am.