

USA Roller Sports Finance Committee Meeting

Monday February 8, 2021 7:30 PM EST

Finance Committee Members Attending:

(KG) Kay Gallatin USA Roller Sports Board Member, Treasurer, Chair

(HP) Heidi Permatteo USA Roller Sports President

(SC) Steven Carter USA Roller Sports Vice President

(AA) Annelle Anderson USA Roller Sports Board Member

(AS) Annette Stapleton USA Roller Sports Board Member Athlete Representative

(JP) Janet Pavilonis Finance Committee Member

Guest:

(AT) Al Taglang

Not Attending:

(RP) Ricci Porter Acting Executive Director

Meeting started at 7:39 PM EST

Meeting brought to order by the Chair

HP Additional changes in staff were done in the office today in that Rod was released. There was discussion about when and how a replacement bookkeeper would be brought on board.

HP Accounting firm Michelle Ehlers resigned and will no longer be working for USA Roller Sports effective February 1, 2021.

USOPC provided a grant to pay for compliance activities which are being done by the staff. We are still in compliance with the grant.

KG Brent has found the following areas to cut office costs:

Copier 8 months left on the current copier lease. There is the possibility of a new five-year lease which would pay off the existing lease and reduce monthly costs to 600 for the lease and a \$40 service fee. That would be a monthly savings of about \$1,300 a month overall. There is also an option of another company so additional information is needed to move forward with this.

Action Items: Committee members to review contracts. HP to get current stats on the number of copies used.

Phones: Analog voice lines contract up April 17, 2021. Changing to digital would save money monthly and telephones would be included in the contract. HP and KG will continue to research.

Motion: JP Second AS to cancel phone contract with the current carrier within the timeframe in the contract before the April 17, 2021 end date. **Passed Unanimously**

USA Sponsored events should have a budget approved before the event. The budget should be submitted to the office by the host of the event.. The budget should include proposed income and expenses.

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Action Item: JP and KG to review the QuickBooks and determine the coding. The office will track the income and revenue by sport but not by event.

AT do the virtual competitions need a sanction? Virtual events have been getting sanctions and KG all participants must be members.

Donations through Go Fund Me. If individuals are collecting money, they can then donate the funds to USA Roller Sports. USA Roller Sports is not currently sponsoring any Go Fund Me Accounts.

The line of credit disbursement of \$35k was done and is in the operating account.

Rink Hockey is looking for guidance from the Finance Committee and will be joining our call next month.

HP spoke to Lyndee Black regarding Audit deadline.

HP Cloud based Server proposal. Server would be no cost through Tech Soup and the labor would be approx.. \$6,100.00. This has been on the list of needed upgrades for several years.

PAST ACTION ITEMS UPDATES:

Action Item: RP to Investigate if the Audit can be done on a every other year basis. Request that the By-laws are changed. Are there requirements from the USOPC or AG. **The current requirements from USOPC are that annual audits must be done. Further followup will be done after the board recertification is complete.**

Action Item: HP to add Sponsorship levels to the Marketing Committee agenda. **Discussed on call and they are still discussing.**

Action Item: RP - Rink Hockey Team Entry Fees need to be reviewed for payment to the Hockey Group. **This will be part of the call next month with the Hockey group.**

Action Item: JP to follow up with Rod regarding 1099's **Done**

Action Item: HP to send email to sport committee chairman to request input on membership value and generating income. **Phone calls were made to chairman and they will be getting back to her with ideas.**

Action Item: HP research the possibility of a members only area for our website. RP a member only area will create value for members. **Cannot do this on the USARS website but there is a possible work-around.**

Action Item: AK/SC to get moving on infomercials and athlete articles look for help from Candice H. and LA Roller Girls who have experience.

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JP request members send in their best fall footage

KS some cross over with the sports Art skater doing slap shots Move to marketing committee

HP to bring to Marketing Committee

Next meeting for the Finance committee will be March 9, 2021 AT 7:30 PM EST

Motion to Adjourn HP Second AS Passed

Meeting was adjourned at 8:54 PM EST

Respectfully submitted

Janet Pavilionis