

## USA Roller Sports Finance Committee Meeting

Monday October 12, 2020 8:00PM EST

Committee Members:

### **Voting Members Attending:**

(AA) Annelle Anderson USA Roller Sports Board Member

(JP) Janet Pavilionis

(SC) Scott Clifford

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

(KG) Kay Gallatin USA Roller Sports Board Member

### **Non-Voting Members Attending:**

(MJ) Mike Jacques Chairman of the Board USA Roller Sports, Finance Chairman

(PM) Penny Marchiel USA Roller Sports Treasurer

(AT) Al Taglang Foundation Representative

(ES) Eric Steele Executive Director

### **Absent:**

(JF) John Fearnow USA Roller Sports President

Meeting Started at 6:05 PM EST

**Motion** to Accept last meeting minutes SC Second AS **Passed** Unanimously

### **Old Business:**

**Action Item to Staff open point:** Eric to follow up with Tina. Verify with Sport 80 that skaters that register with a club that has a club ID ending in L (Star Charter) can only obtain a Star Membership and not allow Skaters to register for a competitive membership with a Star Charter club.

**Action:** Per ERIC any membership can be bought for any charter. To avoid this will USARS staff will need to highlight members (coaches, skaters and clubs) on the members list that is published on the USARS website.

Discussion: It is possible for a person to register a star skate charter (free), but then they pay for a full membership to compete. There could be a potential for revenue loss in that competitive skaters should registering under a fee-paying charter club. Additional potential revenue loss is where a coach can register for the free membership under star skate program and still coach at competitions. Confirmed Information is all available on the USARS membership website indicating Star membership types and charter types. The only way to monitor this is to have the meet directors confirm the correct memberships and charter by reviewing the list and preventing participation in competitions for Star members (coaches and skaters). It was also noted there is a discrepancy between the paid memberships and the names on the list. Members will not be listed on the website until aspects of membership are complete (background check and safesport. **RESOLVED**

**New actions:** Eric highlight all "star" memberships on the list published on the website.

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**Action Item to PM open point:** Investigate where the donation money is donated by Dan Hyde from fund raising to help the speed world team. This donation was received and recorded as a GL transaction to World Speed. **RESOLVED**

**Action Item to PM open point:** AR write-off should be applied to the bad debt allowance. Penny to work with Michelle on the AR and the allowance. Open point Bad Debt allowance to be increased to match the AR... BAD DEBT ALLOWANCE was increased at YE to reflect the open receivables from 2016-2018 @ 90% of the receivable. Increase was about \$4,500. Some people are paying now so this amount held out each year as bad debt allowance may go down. **RESOLVED**

**Action Item to MJ open point:** Workman's compensation insurance invoice was incorrect MJ waiting to hear back from Foy. Foy's office says there is no reason to pay the WC bill as it is not due, don't worry about it. **RESOLVED**

**Action Item PM** to add outstanding AP to the Cash Flow Report: Cash Flow has been updated with 4 payments. **RESOLVED**

**Action Item JF** to speak to donor Bud Engle regarding sponsorship fund balance. John has not been able to connect with Bud Engle yet. **STILL OPEN**

**Action Item to PM** to provide a report to compare daily deposits September through December. Too look at deposit flows. Penny will work on this before the next month. **STILL OPEN**

### **New Business:**

Payroll transfer will be done manually each pay period rather an automated monthly transfer to keep the balances a more accurate amount.

Financial updates- Revenue is a little lower than the report provided to finance because of accruals for last year. Donations are being shown on the financials as a reduction of expenses. This was discussed as to whether this is appropriate or not, but this decision was made by the accountant. Outstanding checks are being worked on to get those checks that haven't cleared the system resolved. Some of those amounts may be donated back and some will have the check reissued. Cash flow has been changed to show the audit payments starting in October.

Membership overview from sports80 also provided to the finance committee. This shows the amount of revenue for memberships and has been reconciled to funds received. There is still working being done to show the breakdown of revenue by memberships types by Sport. Recommendation that free memberships be categorized separately from the list so the math can be done to prove out the revenue received. There are still some manual memberships being received by the office. Once received they are accepted and then added to the sports80 system. There has been quite a bit of increase in the donations being sent in through sports80.

**NEW ACTION:** Eric to advise when Sport80 reports can be provided with membership type by sport. Eric to advise when Free membership will be categorized separately.

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Budget items - Discussion are still on going with the museum and whether any funds will be received from them to help cover their costs. The museum has asked to see a breakdown of what the hard dollar costs are. Employee benefits are being looked at to see if there can be a change done to insurance to save the organization some funds.

Insurance updated – All insurances are being reviewed at this time to obtain costing information. The membership numbers at 8/31/2019 are used for these comparisons.

Need to discuss protentional revenue increases by either national entry fees or membership registrations. These amounts need to be discussed at either the Fall board meeting or the Spring board meeting.

Next meeting will be November 14, 2020 at 8:00 EST

**Motion to Adjourn SC Second KG Passed**

Meeting was adjourned at 9:20 PM EST

Respectfully

Submitted

Kay Gallatin