

Excerpted Minutes  
Financial Task Force Review

**B. Finance Task Force Recommendations**

Jon - We did most of our meetings online and met at Bridgewater to fine-tune our clarifications. We want to give you the broadest view and rationale of why we think it's important. Our major recommendations are sprinkled throughout. Page three has the most major ones.

**Raz- I move to accept Finance Task Force executive report**

**Casey- I second**

**Motion passes 9-0-0**

Details of the report to be considered and moved forward in conjunction with structure and governance:

**1. Examine structure and improve the function of the treasurer and membership coordinator. Explore the possibility of hiring a Business Manager.**

A lot of discussion about this, short version is that our finances are more complex. We are now an incorporated entity and we must make sure we are on top of our finances. When it has gone wrong, it's been awful and this has ramifications we can't ignore. We believe hiring a Business Manager is the best approach. This would change some of our officer positions.

The board feedback included costs associated with hiring a staff person, a back-up plan, the changing role of the treasurer, and finding a permanent home for NEACUHO. Kim will provide feedback about the cost of a business manager so that the board and the membership may decide on proceeding with this recommendation.

**2. Focus on consistent revenue streams. Membership and corporate affiliate rates should be established to promote a predictable and sustainable revenue stream for administrative operations, quality programs and services, parity and to fund the association reserve.**

**In regards to dues,** why are we increasing the rates and what is that money going to go toward? We need transparency and to be able to respond to increases when we hire a business manager and offer other services – such as “scholarships” for small schools with no PD monies. This is for future considerations

**Corporate affiliate plan;** We've done a great job, but it's time to look at our plan to see if we need to juggle what we offer. Other regions are making a great deal of profit from their partners; our partners and even our exhibitors are building a great client base from NEACUHO; we fill our partner slots very quickly because the cost is low in comparison to other organizations. Cindy will get information on other regions from the president's meeting. Kathi will look at the plan and the increases coming up now and for the future.

**Compensation and honorarium;** We've been all over the map on this for a long time. In general we think it's ok to recognize people for their expertise. There are some pretty basic things we should think of. If we want a national speaker for the annual, perhaps we should do that from the board funds instead of passing it on to conference costs – this is where some dues money can be justified. We have a plan now the calls for a sliding scale – but this takes away from the “value” of the speech....the keynote does the same prep no matter the number. We will need to look at our 501/incorporated status with regards to payment, taxes, etc. for keynotes. We also have to be mindful that some small conferences can't pay top dollar – we can still continue to use PP's and local SA professionals for the smaller institutes, skills based workshops, RD2B, and look to more notable speakers for our larger events. There are

several options – move to president’s budget, move to conference budget, put in program committee budget for all events – FTF will continue to examine this.

3. **Establish a consistent budgeting process. NEACUHO has relied annually on a rollover balance as part of the yearly budget revenue. There are needs to be a fundamental change to avoid a reliance on this unpredictable amount. Budgets need to be prepared matching revenues to expenses.**

Setting an early slate of events (February) to maximize revenues. We have schools join right before the annual conference. We will make money as people register for events, etc. So we went about it differently. Let’s get things done earlier, much like we do at our institutions. Most of us wouldn’t create a budget at their schools in a couple months. We are recommending that NEACUHO do the same things. Let’s approve those things earlier. Looking forward for next year, the slate of events for 14-15 should be set in February. This way the formation of a budget isn’t getting done in June. At least there will be a base line for officers, committees to work on. This way we will have an idea.

We are also recommending doing some **budget training**, This is something a Business Manager could get done for us. Having all of this information at hand will save us tons of questions. Philosophy must drive funding....training will put this in perspective.

Discussion included the need for past data on costs for events and attendance; Kim has started this and as each chair passes on data, we can begin a more formal tracking process. We have the information from the annuals going back to 2008; We can utilize the new website to get enter and store this data and make it available as needed. A problem for us in unknown costs at host sites – the DCs will need to be active in this process.

**Kathi – I move to accept F3 number 2 as listed on P13 of the report (budget development tools)**

**Jenn - I second**

**Motion passes: 9-0-0**

4. **Utilize available technology to provide financial transparency.**

Post the budget on line to provide visibility and transparency; streamline reimbursements, adapt current budget process to online technology utilizing an operating budget, a contingency fund (\$50K; 2/3 vote needed to access funds) and a reserve. Gary and Jon will recommend constitutional/bylaws changes as needed for this recommendation

**Kathi – I move to accept F4 on P14 of the report as listed with the amendment that the posting shall consist of the Treasurers report to the board and the approved budget.**

**Nate – I second**

**Motion Passes: 9-0-0**