

CALIF ORNIA STATE RETIREES

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CSEA Retirees, Inc. Finance Committee Meeting Minutes October 13, 2011

Agenda Items 1 and 2:

The meeting was called to order by Harold Rose. Flag salute.

Agenda Item 3:

Finance Committee met at 9 a.m. at Holiday Inn Capitol Plaza – Sacramento. Members present: Harold Rose - Chair, Fritz Walgenbach - Vice Chair, Susan Sears – Liaison, Danny Morales, George Linn, Leonard Culotta and Varon Smith. Joe Whaling was excused. Also present: Roger Marxen – CSR President, Phillip Sherwood – CSEA Retirees Executive Director, Laura Strang – CSEA Retirees staff.

Opening comments by Harold Rose, Committee Chair.

Agenda Item 4: New Business

- A. Review of the difficulties with the hotel reservations being master billed, and the advantage it would be for members to make their own reservations. This would save not only monetarily, but with staff hours as well.
- B. Discussion of acceptable exceptions to expense parameters
- C. Danny Morales will be compiling a list of which items we need receipts for.
- D. Discussed the need to accommodate members with special needs
- E. Travel expenses must be requested in writing and signed by the person making the request. Joe Whaling will give further attention to this topic and Marilyn Ferrasci will work on verbiage to make this clearer.
- F. There was a large request for ADA rooms at Delegate Assembly. Hotels have a limited number of these rooms and our members need to be clear on what needs require an ADA room. For example, if a member only needs a refrigerator for medication, that does not qualify as ADA. It was discussed that if members were making their own reservations, they could ensure that their need were being met by hotel staff directly.

- G. Per diem amounts are: breakfast \$12, lunch \$13, dinner \$20 and incidentals \$12. Incidentals are meant to cover costs for tipping and other minor expenses that you may incur, for each overnight accommodation claimed.
- H. Mileage reimbursement rate is the IRS rate of \$0.555. The IRS evaluates their mileage reimbursement rate each January and July and when they change theirs, we adjust ours accordingly.
- I. Our membership is in favor of using the Embassy Suites. When selecting a hotel, it must provide not only a good value, but transportation to and from the airport, and it needs to serve 3 meals daily.
- J. It was decided that for refreshments at our meetings we will provide coffee in the morning, and soda's in the afternoon with the idea to check into the price difference between serving sodas or serving tea/lemonade. Water all day. No muffins, sweet rolls or cookies.
- K. We are seeking a change in our bylaws to change our investment policy

MOTION: Varon Smith, second by George Linn – that the Finance Committee recommends to refer the proposed amendments to the Board at the next Board Meeting.

Article X, Section 5. Investment of Corporate Funds.

Corporate funds in excess of those needed for current expenses shall be deposited in one or more accounts insured by the U.S. Government in depository institutions chartered by the U.S. Government or by the State of California, ~~or invested in securities issued by, and backed by the full faith and credit of the U.S. Government or the State of California.~~ An Investment Committee of three members consisting of the CFO and two members who are knowledgeable in investments shall be appointed by the President, with recommendations from the CFO/Secretary, to oversee the investment program. The committee shall make recommendations for investments to the finance Committee who will make recommendations to the Board.

CARRIED.

MOTION: George Linn, second by Susan Sears – that the Finance Committee submit budget to the Board in the form of a resolution to be sent to the delegates at the next Delegate Assembly.

Article X, Section 2. The Budget, A. Adoption. The Corporation's fiscal affairs shall be managed pursuant to the three-year budget approved by the Delegate Assembly. At least 30 days prior to ~~each triennial meeting of~~ consideration of the budget at the Delegate Assembly, the Board of Directors shall mail to each Delegate, in the form of a resolution, a budget for the next three fiscal years. The Delegate Assembly may make amendments to the proposed budget.

CARRIED.

- L. Review of the 2011 budget showed that we ran over budgeted on the Delegate Assembly because we did not know the cost ahead of time.

MOTION: Danny Morales, second by Varon Smith – to move up to \$200,000 in unallocated funds to balance the budget. **CARRIED.**

MOTION: Fritz Walgenbach, second by George Linn – that PAC training expenses will be paid out of our PAC funds that are held by our PAC administrators, and not out of our CSR budget. **CARRIED.**

- M. 2013, 2014 and 2015 budget presented. Committee members should review the budget further and offer feedback. The Finance Committee will be in February before the Board Meeting so they can approve the budget to submit to the board.
- N. Review of CSEA Central Support Budget
- O. Harold Rose and George Linn are working with the other three affiliates on the 2012 CSEA General Council.
- P. CSR cost for 2012 CSEA GC (\$900,000) is covered in CSR 2012 budget.
- Q. It was requested that provided training include expense claim training. Also that we involve some of our good knowledgeable members in the upcoming Treasurers Training.
- R. Item R was tabled till further meeting: discussing the possibility of a public relations firm helping diffuse the attack against retired state employees.
- S. Item S was discussed during discussion on previous items.
- T. We need verbiage in our Bylaws and Governing Rules regarding needed communication from Delegates who have not resigned, and yet are not intending on attending the Delegate Assembly.

Agenda Item 5: Additional Items

- A. We need to be sure to send newspapers and ballots to our out of country members. Many are contributing to our PAC, and deserve these benefits.
- B. We need to remind members of requirements of elections and what the President and chapter must do to meet our legal requirements, and the correct way to conduct a nomination
- C. We need to remind our chapters of our Bylaws & Governing Rules. It should be mentioned in our Officers Handbook and Treasurers Training that we are obligated to abide by our Bylaws and Governing Rules.
- D. Discussion of small debts that are on our aging report.

MOTION: Varon Smith, second by Susan Sears – that we forgive small debts \$10 and under that are on our aging report. **CARRIED.**

MOTION: George Linn, second by Fritz Walgenbach – to close the meeting.
CARRIED. Meeting closed at 2:35pm.