

Newcomers Club of Greater Park City June 2023 Board Meeting Minutes

Date: June 7, 2023

Location: Home of Carol Haselton

Quorum Present: Yes (7 present / minimum of 4 required)

Board Members/Activity Chairs Present:

Kathie Beckman	Jill Hurley	Carole Smillie
Judy Bernstein	Araby Leary	Beano Solomon*
Marylou Biddiscombe	Mary Marx	Rina Solomon
Sue DeMartini	Sue Niblock*	Heather Tourkin*
Lisbeth Fahey	John Ostrowski	Cathy Van Dyke*
Alisa Harbin*	Sallie Rinderknecht	Julie Wern
Carol Haselton	Nancy Roe	Kathy Williamse
Mary Lynne Hulme*	Ariela Shani*	
<i>*Board Members who</i>	<i>count toward a quorum</i>	

Call to Order: 4:50 p.m. **By:** Sue Niblock, President

Welcome / Establish Quorum:

Sue Niblock welcomed everyone and announced that there was a quorum.

Approval of Minutes:

The Minutes from the March 2023 Board Meeting were presented for approval. They were previously emailed to the Board and there were no corrections.

Motion made by K Beckman to approve the Minutes.

Motion seconded and the Minutes were approved as presented.

Officers' Reports:

President: Sue Niblock

S Niblock reported the result of the recent Board election. New members were introduced. ML Hulme requested clarification of who was staying on Board. Those members were recognized. S Niblock thanked those members who were leaving Board. S Niblock explained process for Bylaws Committee's review and provided update.

Treasurer: Carole Smillie

C Smillie presented the Treasurer's Report for March-May 2023, which was previously distributed by email and is attached. Closing balance Of \$10,511.48. Annual budget June 1, 2023-May 31, 2024, was presented. Discussion followed with clarifications sought as needed.

Action

Budget to be revised to reflect discussion eg carry-forwards and contingencies. C Van Dyke

New item: Audit of previous fiscal year.

Action

A committee of H Tourkin, M Biddiscombe and C Van Dyke will audit financial records of previous fiscal year.

1st Vice Presidents: Mary Lynne Hulme / Ariela Shani

Previous Event Review: the Kimball Arts Center, Tulip festival and Kearns Mansion Tour events quite successful. 1st VP events currently experiencing low drop-out rate.

Future Events:

July – event will be August 3, concert at Deer Valley. Purchase of 25 tickets previously authorized. 25 additional tickets on hold.

Motion made by A Shani requesting authorization to purchase of up to 25 more tickets for the Deer Valley event if needed.

Motion seconded and passed unanimously.

August-Tour of Kennecott mine, date August 17, 18 or 19, tbd depending on availability

September – Nothing firm as of yet

October – Bison roundup on Antelope Island being considered

November – Membership Luncheon

December – Holiday Brunch will replace the Coffee as well as the 1st VP Event for December.

2nd Vice President: Beano Solomon

B Solomon reported speakers are engaged through end of year.

June Coffee: Cheryl Fox, The Summit Land Conservancy

July Coffee: Disaster Preparedness

August Coffee: National Ability Center

Standing Committees:

Advertising: N Roe, handover from A Harbin occurred after meeting

Publicity: L Apgar now responsible

Membership: A Leary. A Leary reported that due to delay in implementing the new system, the GB voted to move forward with mail renewal reminders and self addressed return envelopes. Cost \$500.00, approved by Bd on May 12, 2023. K Beckman noted that the new process of not using the membership year of June 1 to May 31 was not in conformance with the Bylaws and suggested if we were changing the process it should at least be voted on even though we eventually planned to change the bylaws to conform to the new process. S Niblock believed it was approved in the May 12, email vote but, K Beckman did not agree it was part of that vote.

Action

S Niblock to discuss with prior Governing Board off-line.

Friendship Committee: S DeMartini and K Scheible to stay on Committee

Hospitality: M Marx responsible for June coffee

Newsletter: N Roe discussed the feedback on the change of attaching link to Newsletter in email instead of attachment. K Beckman questioned that inserting link and password directly in the email was any more secure than adding the attachment. Discussion ensued. Phishing appears reduced.

Motion made by J Bernstein to continue with link instead of attachment.

Motion seconded and approved by majority. K Beckman and J Wern opposed.

Unfinished Business:

Six-month contract with PCCC for Coffee hosting

Newcomers normally provides a \$500 donation to PCCC in spring.

Motion made by B Solomon to provide \$500 to PCCC at June coffee.

Motion seconded and approved.

New Business

2023-2024 Proposed Budget

See above in Treasurer's report.

Additionally, motion made by A Shani to deduct \$1000 from Membership luncheon, and for Mardi Gras party planning to continue with \$4500 budget.

Motion seconded and approved.

COVID Vaccination Requirements

Given recent announcements by WHO and US President, S Niblock and H Tourkin recommend dropping vaccination requirement for Newcomers events and from the membership form on-line.

Suggestion made to include language regarding appropriate behavior if one is feeling ill.
Motion made to adopt suggestions on ending vaccination requirements and behavior language.
Motion seconded and approved.

Membership Appreciation luncheon

J Bernstein and A Shani provided update. Event will be held at Pendry likely Nov 7th or Nov 17th. J Bernstein requested that all committee chairs from 2022 continue in roles. ML Hulme requested that members provide speaker ideas. See also 2023-2024 budget above.

Mardi Gras Event

J Hurley provided outline of initial planning for event. Lively discussion ensued. J Hurley asked to continue with planning and developing proposal mindful of the budget discussion. See above.

Activity Updates:

Book Club: S Rinderknecht provided short update

Bunko: K Beckman provided short update

Group Gone Wild: C Haselton short update

Hiking: B Solomon, new leader outlined changes to activity and thanked June for her leadership the past 12 years. C Van Dyke asked about extra liability waiver forms. S Niblock explained that extra forms not needed due to waiver provided on membership form. Waivers are needed for guests and non-members.

Juliets: L Fahey provided update

Supper Club: J Wern provided update

Announcements:

S Niblock thanked C Haselton for hosting the meeting.

Next Board Meeting: Wednesday, July 5 at 4:00 at the home of Sue DeMartini. H Tourkin will run the meeting in S Niblock's absence.

June coffee speaker Cheryl Fox, Summit Land Conservancy. In place of advertiser's spotlight, PSA for Heber Valley Orchestra, as requested by Len Avdey.

June, July and August coffees held in different location inside PCCC.

Motion made to adjourn the meeting.

Motion seconded and passed without dissent.

Meeting Adjourned: 6:40 p.m. **By:** Sue Niblock

Minutes submitted by:

Alisa Harbin, Secretary

Adopted by the Board during the meeting on:

June 7, 2023

Alisa Harbin

Secretary's Signature

Park City Newcomers Club
Treasurers Report May 2023

Opening balance - \$11,465.55
Income – Membership dues - \$650.00
Income – Advertising - \$400.00
Expenses – Board Appreciation Lunch - \$427.63
Expenses - Calendar - \$123.60
Expenses – Website – \$192.00
Expenses – Insurance - \$287.00
Expenses – Fees/ Dues - \$10.00
Expenses – Office Supplies - \$108.54
Expenses – Directory – Mailing - \$355.30
Expenses – First VP Event _ \$500.00 (Deposit to Utah Smphony)
Closing Balance - \$10,511.48

AUDIT REPORT

Date June 14, 2023

To: Sue Niblock

President's or Co-Presidents' Name(s)

Treasurer's Name: Carol Smillie

Dates covered by this audit June 1, 2022 - May 31, 2023

Check numbers reviewed by this audit 113-165

Cash Balance at time of last audit \$11,657.97 (after reconciliation of previous audit)

Cash Balance at time of this audit \$10,511.46

In compliance with section 8.05 of the Bylaws of the Newcomers Club of Greater Park City, we, the undersigned, have reviewed the financial records for the period indicated above. The audit was conducted in accordance with the audit procedures attached. Based on this review and our discussion with the treasurer, it is our opinion that the year-end financials are:

☒ accurately stated.

☒ substantially correct with the attached recommendations.

☐ partially correct; more adequate accounting procedures need to be followed so that a more thorough audit report can be given.

☐ incorrect for the reasons attached.

Auditors:

Cathy Van Dyke
Print Name

Marylou Biddiscombe
Print Name

Heather Tourkai
Print Name

Cathy Van Dyke
Signature

Marylou Biddiscombe
Signature

Heather Tourkai
Signature

(Original to Treasurer. Copies to President(s) and Secretary.)

Newcomers Treasurer's Audit FY2022-23

SUMMARY: On June 12, 2023 Marylou Biddiscombe, Heather Tourkin and Cathy Van Dyke audited the treasurer's records for last fiscal year. Overall, the records were well organized, complete and accurate. All findings from the previous audit had been addressed. Our only new findings related to documentation of transactions with Square, those related to large contracts and voided checks. See our recommendations below.

1. The opening ledger balance differed from the bank statement by \$120.28. This amount was noted in the previous audit and comprised an \$100 outstanding check #107 to PCCC for security deposit, \$0.31 (inherited discrepancy) which was corrected in Quicken 6/1/2022. The Treasurer's Report for June 2022 shows the auditor's recommended adjustment of \$20.28, but only one of the corresponding Quicken transactions was located. Given that the balances are now reconciled, we conclude that there is no current discrepancy between the Zions Bank statement and the Quicken ledger.
2. We checked bank reconciliations for May 2023 and Sept 2022, both were accurate.
3. We selected the following expense transactions from the ledger and determined that all were complete and had supporting documentation except for the payment to the Pendry Hotel

7/14/2022 Rina Solomon Ck # 117 51.99

8/18/2022 Printink \$201.74 Visa Debit

9/13/2022 Sydney Day \$170 Check #122

9/14/2022 Rina Solomon \$20.23 + \$70.71 Ck #123

10/19/22 Araby Leary \$21.03 + \$434.38 Ck #127

11/03/22 Amazon Web Services bank debit \$15.76

12/9/2022 Pendry Hotel \$2847.60 – payments on contract to be kept with Treasurer records

1/16/2022 Marylou Biddiscombe - \$96.39 Ck# 141

2/8/2023 Nancy Haines - \$158.52 Ck# 145

4/13/2023 US Post Office - \$210 Ck# 158

4. We selected the following deposit transactions from the ledger and determined that all were complete and had supporting documentation except for the Square transactions and cash deposits.

6/14/2022 PC Handyman \$200 + \$1000 for 20 memberships

8/9/2022 Square \$43.73 payment for Member Appreciation (no documentation for August).

Reconciled to Bank account.

Square transactions should be documented monthly as was done in November 2022

8/23/2022 Member appreciation \$1260 – 9 @ \$90 and 10 @ \$45

9/19/2022 Square \$385.10 – membership + member appreciation (included in Nov 2022 reconciliation, detail off \$3.10 due to rounding errors for transaction costs)

10/26/2022 Advertising \$400 for two

1/5/2023 Cash deposit reconciles to bank. No documentation. Accepted \$20 from Board

2/21/2023 two checks for membership \$100

3/30/2023 \$12.60 – Ck#148 voided

5/24/2023 \$350 – 7 memberships + \$8 Hartford refund

5/31/2023 \$150 deposited for 3 memberships.

5. We reviewed all monthly treasurer's reports and a) verified that correct ending balances were carried forward as beginning balances for the following month; b) that all balances reconciled with the ledger (Quicken) balances; and c) verified details in the April 2023 and October 2022 reports for accuracy of all transactions in Quicken. All transactions were accurately recorded.
6. Checks numbered 113 through 165 were used during FY2022-23. Checks numbered 107, 116 and 148 were never cashed and were voided and properly documented. Check #150 is missing. Zions Bank records show it was never cashed. Further investigation showed this check was voided in March 2023. This was only shown as an annotation on a reimbursement form. In the future checks which are voided without being issued should be included in the documentation. Due to a replacement order of checks, we have duplicate checks numbered 101-200.
7. There were no expense transactions paid in cash, however there was one cash deposit for monies received from Board members.

RECOMMENDATIONS:

- For large contracts (e.g., Pendry Hotel, responsible party should provide a copy of actual payment schedule and/or specific charges to be included with the Treasurer's records.
- For Square (soon to be Stripe) actual documentation of transaction amounts and fees would be helpful if they are available from the system. Square transactions were sometimes recorded as amount and the transaction fees separately as expenses (this is ideal), but sometimes only the net transaction amount was posted.
- If a check is voided before being issued, (e.g., a mistake is made in writing it), the voided check should be included in records and entered in Quicken.
- The checks with duplicate numbers 101-200 should be destroyed and new checks ordered (when needed) beginning with Check #201. This is not expensive and will avoid any confusion in future recordkeeping.
- We found two versions of the audit procedures. We recommend that the 7-step process be used for future audits (as we did for this one), since it is more comprehensive. Future audit teams should allow about three hours to complete this process.