

NWTFC Executive Internet Board Meeting
March 30 to April 3, 2020

Participants

Mike Ashbridge/President
David Pierce/Secretary
Irva Cooper/Treasurer
**Al Zimmerman/Nat'l Director &
Newsletter Editor**
Tom Selvidge/Alt. Nat'l Director
Steve Webber-Plank/Past President
Mary Carlson/Webmaster
Jeanette Block/Historian

NWTFC EXECUTIVE BOARD

Email Meeting – March 30, 2020

Agenda and Action Items

Minutes were distributed of the February 25, 2019 executive board meeting and the June and both approved.

2019 general business meeting.

1. Approve Ken and Helen Anderson as Honorary Members.

Ken and Helen have moved to Battleground, have sold their Trek, and do not intend to purchase another RV.

Proposal

Approve Ken and Helen Anderson as Honorary Members of NWTFC.

7 Yes

0 No

2. Security measures for website and Trek Tracks.

Recommendation to NWTFC executive board:

- 1) We will not increase our hosting resources at this time. We can do so later if we need to do so.
- 2) We will purchase two SSL certificates from Comodo. Trek Tracks Webmaster Eric Udell will purchase 5 years for each of the groups for a total of \$35 each. He will be reimbursed for the cost and will give Mary Carlson copies of everything for the file and to work the reimbursement through if he would like.
- 3) Eric Udell and Mary Carlson will work together to install and activate the SSL certificates for both sites.
- 4) Mary Carlson will complete the purchase of the GoDaddy security packages. Each of the groups will get one package for two years at a cost of \$58.50 for each of those two years. This year we are able to use some one-time discounts. After that the prices will go up.

Proposal from Mary Carlson, webmaster NWTFC to cover the cost of the increased security measures as recommended. The fees are \$35 for a five-year SSL certificate and a two year security package from GoDaddy at \$117.00 (\$58.50/year). This is in addition to a 1year Linux Hosting Panel renewal of approximately \$75 which will be paid later in 2020, for a total expenditure of approximately \$227. NWTFC will pay the expenses of both NWTFC and Trek Tracks and then will be reimbursed by Trek Tracks for their portion of the expenses. Motion made by David Pierce. Seconded by Dean Bjornson.

 7 Yes – approve recommendation by webmaster including expenses

 0 No – disapprove of the security recommendation and expenditures

3. Progress on AED funding

Purchase of AED was to be funded by member donations. If sufficient funding (approx. \$2,000) in about 18 months (December 2020), those funds collected will be returned to the donors.

Balance in AED fund: \$841.02

No action needed at this time

4. Umpqua Pre-rally scheduled for June

Umpqua Pre-rally is scheduled for June 20 – 23 in Sutherlin, Oregon. FMCA NW Area Rally in Roseburg that was scheduled for June 24 – 27 has been

cancelled because of the COVID 19 social distancing and travel restrictions. It is not

likely that those restrictions will be lifted by June.

Five registrations have been received for the rally.

Proposal

Because of the coronavirus concerns and restrictions it is

recommended the Umpqua Pre-

rally be cancelled and registrations be refunded to those who have registered.

 7 Yes – cancel the scheduled Umpqua rally and refund registration monies.

 0 No – keep the rally on the schedule and hope regulations will allow the rally to proceed as planned.

5. Fee for replacement of NWTFC member window placards and badges

When a person (family unit) joins NWTFC, a badge, pin (goes on badge) and window

placard is provided as part of an introductory package. There are times when a member may desire to purchase a new badge and/or window placard – lost or name change or new partner.

Proposal

When a member requests a replacement ID badge, or window placard, a fee of \$3.50 will be charged for the replacement.

 7 Yes – approve the fee of \$3.50 for replacement id badges and window placards.

 0 No – do not approve the fee for replacement badges and placards

**NWTFC EXECUTIVE BOARD
Email Meeting – March 30, 2020
Continued REVISED 4/3/2020
Agenda and Action Items**

6. Review of financial statements

Irva Cooper, Steve Webber-Plank, and Al Zimmerman worked together to provide updated and current financial statements. A decision was made not to go back and recreate 2019 statements, but to move forward with the financial statements as of January 1, 2020. Subsequently other members reviewed the numbers, classifications, and made suggestions. There are three financial documents that guide a nonprofit organization.

- Budget
- Income and Expense Report
- Statement of Financial Condition

Treasurer will also work with the check and savings account registers and the bank statements.

Income and Expense Report (financial statement) reflect the income and expenses of the

organization by quarter in accord with the budget categories.

Beginning balance + income – Expenses = Ending balance

One of the questions has been the handling of the Paypal transaction fees.

The process adopted has considered these costs as fees paid by NWTFC as a cost of business.

When someone pays their dues or makes a gift, NWTFC credits the member with the gross

amount (\$10) not the net amount after the Paypal fee. The Paypal fee is then noted as a budgeted

expense under “financial charges” along with other bank fees if any.

The alternative method would be to charge each dues payment and gift received for the Paypal

fees. The problem is that there are different fees for Canadian and US transactions. There are

different fees for some transactions. This creates a nightmare for the treasurer. Let’s keep things

simple.

Paypal charges for the first quarter were \$13.87.

Statement of Financial Condition for a nonprofit is the same as a balance sheet.

Assets – Liabilities = Net assets

The report format being used is a standardized format for nonprofits.

Some line items NWTFC are used rarely or sporadically by NWTFC.

NWTFC operates on a generally cash basis, however there have been times when NWTFC has

paid ahead some expenses (campground fees at state parks) so there are categories for prepaid

rally expenses and accrued rally expenses. We have tried to use a standard form that includes most all contingencies.

The three finalized reports are attached (including a file name extension of x to distinguish it from the earlier version.

- Budget for 2020 NWTFC budget 2020 x
- Income & Expense Report NWTFC fin statement 3-31-2020 x
- Statement of Financial Condition NWTFC financial condition 3-31-2020 x

Irva Cooper has done a great job as treasurer and is to be commended for how she has tried to keep track of all the funds and expenses. She has grasped the concept of the reports and implemented them.

Proposal

Accept the NWTFC income and expense report and statement of financial condition as presented.

Also – commend Irva Cooper for her work as treasurer.

 7 Yes

 0 No

7. Adoption of 2020 NWTFC budget

Normally the budget would be prepared in November/December to determine if adequate revenue is forecast to cover the anticipated expenses for the coming year. Any adjustments (dues increase, fund raising efforts) are planned to be in place for the new calendar year.

A budget has been prepared and submitted for approval. It is prepared as if it was done in November. It anticipates that we have three rallies as is the chapter's goal. It includes figures

submitted by the secretary and webmaster and others. Most of NWTFC's expenses are relatively small and don't vary much from year-to-year. Rally expenses are not included in the budget because each rally is designed to be self-supported. There are times where we have a surplus or loss on specific rallies. NWTFC policies govern those cases – we add to the treasury in good times and pay the expenses when things don't work out. Wagon master site fees are included in the budget because NWTFC by policy has agreed to pay the campsite fees of wagon masters to encourage members to volunteer to be wagon masters. Those fees are paid from NWTFC's funds. The budget reflects a small decrease in dues revenue because our membership has decreased slightly.

Proposed 2020 budget

Total income \$ 987.00

Total expenses \$1,189.00

Net + (\$ 202.00)

Copy of 2020 proposed budget provided as a .pdf

- NWTFC budget 2020 NWTFC budget 2020 x

This appears to be a deficit budget. However, the wagon master rally site fee was based on

3 rallies. This year we will have only one rally. Second, the Website / trek Tracks expense

figure reflects the increased expense amounts. Taking these factors into account,

projections for the balance of the year project a surplus of approximately \$118.

Why should the budget look like it was done in November? So we establish a pattern of preparing an annual budget in November and base decisions on dues increases or other revenue needs based on revenue/expenses projections made at that time. Next year in preparing the budget, the form will include 3 columns: 2020 budget, actual 2020 expenses and proposed 2021 budget.

Proposal

Adopt the NWTFC 2020 budget as presented.

7 Yes – adopt the budget as presented

0 No – do not adopt the budget, send it back for more work

8. Proposed increase in annual NWTFC dues

Current dues are \$10 per coach/member per year. The dues have remained the same for many years.

A review of the proposed 2020 budget reflects with an understanding of projected revenues and expenses reflects a small surplus. The COVID 19 crisis may limit NWTFC to one rally at the most. This would be expected to yield a larger surplus. Changing the dues now will be difficult to manage. Any change in dues will affect the 2021 year and would not be implemented until December.

Proposal

NWTFC dues remain the same at this time, pending a review when the 2021 budget is prepared.

7 Yes – maintain the dues at the present amount of \$10 per year, pending a review when the 2021 budget is prepared.

0 No – change the dues now by considering an increase for 2021.

Irva Cooper motioned that the meeting be adjourned and seconded by David Pierce and officially conducted at 4:50 PM by Mike Ashbridge