

Lake-Sumter Central Office Steering Committee Minutes

December 8, 2020

Meeting was called to order at 5 PM with Chairman, Greg M, presiding.

Present: Chair, Greg M; Vice-Chair, Nancy S; Treasurer, Mike A; Past-Chair, Joe H, Rep Bob, Co-hosts Alicia and Rhonda, FC Chair Andy, FC member Penny. Secretary, Cathy H, was excused for personal reasons.

Secretary's Report: Nancy read the minutes from the November 10th meeting in Cathy's absence. Nancy will be taking minutes tonight. Motion to approve by Joe. Seconded by Nancy. Motion carried.

Treasurer's Report: Mike reported a noticeable negative income this month. He answered all questions about income, expenses, inventory and group donations. Report will be filed for audit after the Rep meeting tomorrow.

Greg and Mike discussed Pay Pal. It is connected to the old checking. It is working to access account, deposit money and take money out. Mike created a "Bill Wilson" user and Greg is going to experiment to make sure it works. Mike said we got hit with a \$15 charge because that first account dropped below \$1500 but we need to keep it. Greg asked about an employee module that Mike tried to disconnect. It won't disengage and a request will have to be sent.

Greg asked how to record donations of material things. We received a vacuum. Mike said he will work with Susan on which QB to use- the POS system or the Premier. There is a place for donations like this.

Greg asked about written procedures for committee budgets and reimbursements. Mike and Andy are going over this this week. The goal is to have all written procedures recommended by the CPA finished by January.

Greg reported that by the end of the year the value of the inventory will be done. He has been working on negative numbers in QB.

Unfinished Business: Greg sent a list of the names of all people with KEYS to the office to all SC members.

Mike worked with Susan one Saturday. He showed her on POS how to enter in the correct location. Better classifying is being done now which will make it easier. Susan is getting better at entering donations. Mike is working with her on entering bills. Mike reported that LSCO has never verified if credit card sales made actually hit the bank. Did we get credited the money? Besides learning hoe to do this, Susan is learning that money gets entered in the POS system. Bills get entered in QB Premier. In 2021 Mike hopes to open a new company in QB.

By 2021 QB will track and value inventory accurately each month.

The \$300 credit from the City of Leesburg was mailed to Teresa Johnson. Teresa brought it into the office on 11-14-2020. Mike reported that it is now in the bank.

Greg reported that the VOIP phone system will be presented to Reps tomorrow night for a vote. Nancy suggested that the Reps are fully informed before the vote of difficulties we have had with the current phone system.

New Business: Greg reported that there was an incident on 11-14-2020 prompting the SC to make the unanimous decision to seek legal counsel. Greg, Nancy, Joe and Cathy (by phone) met with a lawyer on 12-1-2020 to get advice.

Nancy made a motion to reimburse Greg the \$250 he paid the lawyer the Steering Committee unanimously voted to see for legal counsel. Seconded by Mike. Motion carried.

Greg wants to get the word out that we need to form a committee to work on the website. There is a program that will help train people who want to learn how to create websites.

Greg also reported that we need a Merchandise committee to help with quarterly inventory.

The Tech Committee will also need a new Chair the first of the year.

Greg reported that the keys to the petty cash box are hidden. Only 3-4 people know where they are.

The keys to the treasurer's lockbox are held by treasurer, Mike and FC Chair, Andy D.

Discussion about keeping the door locked and installing a doorbell for staff and volunteer safety. Automatic entry idea is very expensive. No vote taken.

Greg is not yet on the checking account. Cathy H sent in the information to Sun Biz. Michael H's name is still appearing as Chair. Once we receive the document from Sun Biz showing Greg as President of the corporation, he will be able to get on the checking account as a second signer.

Agenda items for Rep meeting tomorrow night is the election of one member at large to replace Catherine. Nancy will conduct election at secretary Cathy's request.

Greg told us about a company/program called Constant Contact. It allows you to blast email to hundreds of people. It will build websites, set up corporate email for under \$400 a year. Greg is doing a test run of it for 30 days. He'll let us know what he thinks. Alicia shared that she thought this was great, that small Central Offices are using outside companies like this to assist them. She thought the price was very good too.

Nancy made a motion to adjourn. Seconded by Mike.

The next Steering Committee meeting will be held on Tuesday, January 12, 2021 at 5 PM on Zoom.

