

**Finance Committee Meeting Minutes June 25, 2016
6326 St Andrews Road, Columbia, SC**

Present:

Samuel Kennedy (Finance Chair)

Douglas Kotti

Valerie Beesley (Treasurer)

Sam Kennedy, Finance Chair, opened the meeting at 3:30 by thanking Doug Kotti for the use of his office meeting room.

Treasurer, Valerie Beesley disbursed financial documents for the meeting.

Valerie supplied a list of all items that are missing receipts since she was elected Treasurer. This list will be placed in the Financial Books for auditing purposes. Valerie has also put a yellow post it note on all these items with a "R" on them for identification. Persons who owed receipts have been supplied the same list numerous times.

Discussion of various emails from finance chairs and executive on request for \$500 to be disbursed to 4 elite athletes to offset some of their costs for the upcoming Olympic Trails. All agreed that USATF SC will send \$500 to Tiffany Williams, Amber Campbell, Ian Whatley and Johathan Hallman. Valerie will contact Chris Kling or Valerie Jacobs for the athlete phone numbers to confirm what mailing address the checks should be mailed to as persons don't always update this information in our membership system.

All agreed there should be a criteria for elite athlete funding. At the USATF SC annual meeting the Finance Committee will request that the elected President appoint a committee for the purpose of distribution of funding for USATF SC's elite athletes. This criteria should be communicated to the athletes. Committee check with Clarence Richardson as he had previously submitted a criteria and form for this purpose for approval.

Sam Kennedy will request at the upcoming 2016 USATF SC annual meeting that the incoming President should request that every person elected or appointed must provide a guideline for their position.

Discussion of questionable charges and contract for the storage unit in Greenville. The contract does not have any name, location or telephone number and was not submitted until January of 2016. No persons have ever been to it but Thad Sligh. There were 2 further questionable amounts on Thad Sligh's debit card which the Treasurer was informed was for the storage unit done in error. A refund was requested and none has been received as of this date. The first questionable amount was to be applied to prepaid rent at this facility. The Treasurer as of this meeting date has still not received the second charge refund of \$600. Sam and Valerie will request access to this storage unit before the upcoming annual meeting to do a full inventory and tidy up storage of items. Noted that Susan Heiser has also offered to assist with the inventory task.

Motion to add to Financial Policies and Procedures that the President of USATF South Carolina is not to be issued a credit/debit card at any time. Motion carried. Minutes of this meeting will be taken to

the bank to have the debit card cancelled as the bank had requested this. The Financial Policies and Procedures will also be updated to reflect this change.

Perry Funny towed the trailer from Georgetown and picked up all items from the Florence storage unit. These items were added to the Greenville storage location and the trailer was to be stored there as well. The committee will wait until the outcome of the annual meeting to suggest a location that all items be moved to.

Valerie explained what she must do to raise the limit on the debit card she possesses to make sure the card will not be denied during the upcoming USATF Region 4 JO Track & Field Championships that USATF SC is hosting July 7-10. She has contacted the bank and will have this done for the event. She may also have to use her personal credit card for hotel payment and if this happened a check will be made to reimburse her immediately. Valerie explained that the bank had also instructed her that with a debit card you cannot fight any charges and they had suggested that thought be given to obtain a credit card as well. She will discuss with bank but presently doubted that a credit card could be obtained in time for the upcoming Region 4 meet.

Discussion of contract that President, Thad Sligh has signed with the Spartanburg Marriott. Both Valerie and Clarence Richardson were told verbally that there was attrition on this contract but the hotel has refused to supply a copy of the contract to verify this. We will not house officials here as the cost is \$189 a night. A copy of this contract was not supplied by Thad Sligh per our request and per the Financial Policies & Procedures. Doug Kotti will send a letter to the hotel asking for a copy of the contract and instructing them that Thaddeus Sligh had no authority to sign this contract without all executive and finance committee approval. The letter will further instruct the hotel that USATF South Carolina will not be responsible for any charges that may arise from the said contract.

Discussion of missing delegate reports from National Annual Convention for 2014 and 2015. Doug Kotti will submit his 2015 as he has just recently been well enough to be home and able to do this. Sam had mailed every delegate requesting these reports. Valerie had requested copies from Thad Sligh but her requests were refused. Sam will mention this at the upcoming annual meeting. This will also be added to the Financial Policies & Procedures. Further discussion on how we handle this in the future. Valerie had suggested not giving any delegates all their expenses up front and when they submit the report they would be reimbursed. Finance Committee will discuss this further at the upcoming annual meeting. It was also suggested that if a delegate does not submit a delegate report that they be denied to attend as a USATF SC funded delegate again. All agreed we have to come up with a way to be smarter about disbursing funds for this.

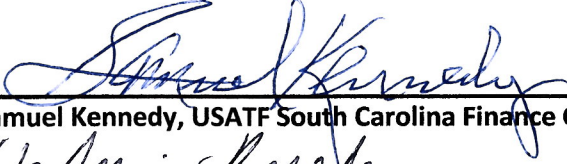
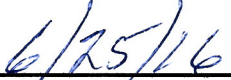

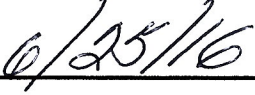
Discussion of financial reports to be handed out at upcoming annual meeting. Motion made and carried that the full financial report with the account reconciliations will be disbursed for full disclosure to members in attendance at the USATF South Carolina annual meeting.

2016 and 2015 JO event income and expense reports were viewed and discussed. The JO track meet last year lost \$7,288.55. This year we presently have a profit of \$4,435.83 and the funds from the tshirt vendor have not been received. This amount will be less the cost of the official shirts that they did for us. Discussion of police officer that none were aware was hired or saw at the meet. The meet management did a good job of controlling expenses. It was decided to obtain security for the Friday, Saturday and Sunday for the upcoming Region 4 meet. Valerie will speak to Thad and Coach Smiley in regards to this.

2015 JO cross country meet income and expenses viewed. No contract was supplied for this and some of the amounts paid were questioned if necessary. This event lost \$2,387.04. The association needs to do a better job of monitoring costs for this event and obtaining site sooner so that any hotel rooms needed are better priced.

Quick overview of 2015 financials. Quick overview of financials as of June 23, 2016.

Meeting adjourned 4:40 pm

	
Samuel Kennedy, USATF South Carolina Finance Committee Chair	June 25/16
	
Valerie Beesley, USATF South Carolina Treasurer	June 25/16