**A colorful bird with black eyes

Description automatically generatedRSF Women’s Fund**

**Board Meeting Minutes**

**October 4, 2023**

Nikki called the meeting to order at 12:33.

**Members in attendance**: Nikki Carmody Ream, Mary Consalvi, Sandra Coufal, Cathy Burch, Mara Buchholz, Cheryl Salmen, Kelly Stroud, Elia Surran, Melissa D’Amour, Maritia Walper, Susan Hoehn, Sara Bennett, Diane Solomon, Cynthia Hudson, Muffy Walker.

**Approval of Minutes:**

**August 16, 2023, Minutes** – Motion: Muffy Walker; Second: Cynthia Hudson; Unanimously approved with no changes.

**Update on RSFWF Transition Status**

Nikki spoke about the status between the RSFF and RSFWF. Chris Sichel and Jeff Peterson have left the RSFF; due to the many changes, RSFF can no longer support the RSFWF with their tasks. However, RSFF is being supportive and gracious with the transition. What they have offered to do is to become a fiscal sponsor up to a year while RSFWF goes thru their transition. Nikki has developed a task force to help in this process:

* Nikki and Mary will focus on the structure and the 501(c)3 status.
* Mara and Diane will focus on making sure that membership and financial technology talk to each other so they can seamlessly transmit information to reduce the workload.

Mary and Nikki met with an organization that helps non-profits called Non-Profit Plug, which helps groups become 501(c)3. Mara, Diane and Nikki spoke with an organization that puts together the software and App to transfer membership information from WA to QuickBooks as well as a woman that can be hired as a consultant to make sure QuickBooks is set up appropriately to receive information and that the organization is meeting all the non-profit requirements for the financial transactions and reporting.

Following are the costs from New Path Consulting

* $2,999.00 to transfer data from WA to QuickBooks (initial transfer).
* $9.00 for the App
* $99.00 is the annual cost for the licensing fee.

The second part is making sure that QuickBooks is set up appropriately with chart of accounts, classes, and tags so when information comes over from WA it talks to each other, and it flows seamlessly so reports can be run. To do that a consultant needs to be hired at a cost of $1,400.00 to make sure integration is set up correctly. Additionally, an initial 90-minute training for Diane to make sure that as she is using it and implementing financial transactions that we are doing it correctly from the beginning.

Nikki opened it up for discussion before the motion was voted on. A question was raised about non-profit insurance costs.

Nikki clarified that other costs such as insurance had been discussed at the meeting prior, and that all the costs she presented are new one-time costs. Nikki also shared that any of the current ongoing subscriptions the organization has will go down in cost once they become a 501(c)3 because the purchase price will be greatly discounted through a group called Tech Soup. An example was the cost of online subscription for QuickBooks for the entire year will be $75.00 compared to the $540.00 that was initially looked at.

Questions asked:

Is the $1,400.00 a one-time cost, are there additional charges for services?

The consultant can be hired at an hourly rate of $75.00, but additional training is not foreseeable.

Susan asked if Ruth would also be trained, and Nikki confirmed that Ruth would be trained as well. Susan brought up a point about the positions lasting only two years and the need for others to shadow and the importance of having others trained. Mara noted that consultant “Susan” said that the training session will be recorded, and it can be accessed in perpetuity.

Kelly asked about ‘why?’ the costs to transfer information from WA to QBs and to prepare QBs for the transition. Mara explained that historically the foundation has been handling the finances, but now WF needs a system to start tracking the finances, and while QBs can work with WA, WA is somewhat antiquated and can only work with QBs desktop; however, QBs desktop is being phased out. Also, to get the two systems to talk to one another, a company was found that has perfected the integration so that they can talk seamlessly on a regular basis, for example when members pay for events or membership, it will automatically transfer on an individualized basis. Otherwise, it becomes a very manual transition, and it is hard to keep up with. Nikki added that this will alleviate the workload because this automatically downloads and it will eliminate any confusion when members pay. The way this will work is that once payment is received in WA it will immediately notify QBs and show that a member has paid. Kelly asked if we are keeping WA for the other functions, Nikki confirmed that WA will continue to be used for the Website and membership.

Mara went on to explain that Susan from QuickBooks will be used to set the system correctly as opposed to WF trying to figure out how to set it up and then having to bring someone in to fix it and having to pay twice as much to figure out what went wrong.

The WF may continue to have meetings at the foundation and will continue referring people back and forth, Nikki added that going into the 20th year, it makes sense to become independent. Nikki shared that she had a very nice meeting with the Angel Donor to explain the situation. The Angel Donor and her husband have been very involved with both the RSFF and RSFWF and they feel completely comfortable with the WF being at the right point in time to becoming our own 501 © 3 organization. The Angel Donor sent a commendation to the Grant Chairs and the committee members for the continued hard work, she added that the reason they choose to support the WF is the thorough vetting and she offered to make their contribution in the so the Grant Committees will have a better idea of funding as they are making decisions to move things forward.

Another question was asked whether Ruth will become an employee of the WF? Nikki confirmed that Ruth would.

Mara added that she did a quick overview and confirmed that the projected annual costs will come down from $6,600.00 to $6,300.00. Nikki mentioned that functionality was the main issue and the lack of transparency by not being able to run reports or verify costs, payments, and memberships would be solved.

Muffy asked if they will be able to use credit cards now. Nikki confirmed that members will be able to use credit cards.

Kelly asked if the WF will be able to afford the extra costs and if there are any finance reports each month. Nikki confirmed that there would be no issues. Diane talked about the lag with reports coming from Jeff and lack of transparency. Nikki shared that Diane has been working behind the scenes trying to speculate what the figures are to try and stay current.

Susan asked about the comparison on what we used to spend on Admin. vs what we expect. Mara made a comparison with IT and various subscriptions, currently the costs are $2,200.00, but with Tech Soup the cost should go down to $1,776.00, this will bring a savings of about $400.00.

Sara asked if they have accounted for the 1 to 1 for Ruth and if they are we paying her salary and benefits. Mara confirmed that the WF had always paid our Admin salary and benefits. Nikki confirmed that all costs for an Administrative Assistant have been paid to the foundation and that some costs will go down, such as supplies, common area. As for HR compliance, Mary got a good quote from Paychecks which is included in projected costs. Diane mentioned that perhaps in the short-term there might be a need to have Ruth work more as we transition.

Nikki requested that someone make a motion that we cover the one-time expenses for integrating WA Membership system to our new QuickBooks system:

* **Motion #1**– Mara made the motion to cover the set-up costs of integrating QuickBooks with WildApricot for the total amount $4,750.00.

**Second**: Mary Consalvi

* + Yes – Unanimous
  + No – N/A
* **Motion #2** – Muffy Walker made the motion to list Nikki Ream as the President, Mary Consalvi as the Secretary and Diane Solomon as the Treasurer in order to file paperwork for the 501 3c

**Second**: Mara Buchholz

* + Yes – Unanimous
  + No – N/A

**Membership Update:** Cheryl shared that the Kick-off event was a success, it sold out and a few guests signed up to become members. Two upcoming events have been scheduled, Happy Hour at Nick & G’s Restaurant on Wednesday, November 8th and New Member Orientation on Thursday, November 9th at 12:30 at RSFF Community Room. Regarding membership renewals, Ruth sends an updated list on a regular basis of Active, Lapsed and Pending Renewal members, these have helped us to contact members who signed up last year as well as those who have lapsed.

* Mara brought up that a new handbook was found in the share-drive. Nikki will update it and will pass it on to Cheryl and Melissa.
* Cheryl recommended mentioning the new members in the next newsletter, Nikki agrees with this recommendation as well as mentioning them at the next meetings.

**Finance Update:** No substantive update.

**Programs Update:** Muffy spoke about the “nothing but positive comments” about Dr. Ben Maxwell as well as the great job Ann Brizolis and her team did with regards to the food and venue for the Kick-off event.

Next speaker will be in November, General William J. Walker. Muffy asked Nikki to clarify that there will not be a speaker in February, Nikki confirmed that due to the site visits presentations, it will be a very busy meeting, but that there is a possibility that a more informal speaker might be invited to speak on a philanthropic topic.

Muffy asked for feedback on the Holiday Bazaar, as only two members have replied. as to whether they should move forward with it or. Cheryl suggested contacting Katherine Zabloudil who owns a clothing manufacturing company. Susan mentioned that there is a store that sells baskets and housewares in town. Muffy clarified that the idea was to support the members and their businesses but wants to open it for discussion as to whether it should be open to outside vendors. A decision must be made two weeks from today. Muffy confirmed that there can be up to 15 vendors.

**Social Update:** Kelly shared that the next meeting had to be switched from the Bridges to the RSF Golf Club because of the space. Kelly is still looking for a home to host the Bubbles celebration in January. The February meeting will be at Bridges as they are eager to work with RSFWF. The April meeting will be at the Club again and the celebration meeting in May is still in the works with the Inn. There have been a few changes in staff and their pricing has changed, but Kelly will continue talking to them. Nikki asked about the pricing for the November meeting, Mara confirmed that it has been updated to $45.00.

**Social Media – Nikki:**

* Kathryn Brownredesigned a beautiful logo in her social media post – gold with white background.
* The Ed. Foundation lend the microphone system for the Kick-off, and since there were no rental fees, WF decided to purchase an ad in the Roger Rowe directory which funds go to benefit the Education Foundation.
* Kathryn developed a beautiful ad with the focus being Roger Rowe Member Moms. This will be included in the upcoming newsletter.

**Technology Update:** Mara shared the transition information during the ‘Update on RSFF Transition Status’.

**Publicity Update:** Nikki thanked Elia for doing a wonderful job. The Review and Ranch and Coast have featured the Women’s Fund Kick-off. Nikki would like to submit something to The Review as a Steak 48 article. Elia is currently working on the dress giveaway event article. Nikki suggested writing about and promoting the upcoming event and information on membership.

**Volunteer Update:** No volunteers present. Nikki briefly mentioned the gown giveaway that took place and a Spring event they are working on.

**Meeting Adjourned –** Nikki Carmody Ream 1:45 PM

**2023 Upcoming Events:**

*November 15th  11:30 – 1:30 RSF Gen. Meeting Gen. Walker RSF Golf Club*

*December 6th 11:00 – 2:00 RSFWF Holiday Pop-Up Muffy Walker’s Home January 10th 12:30 – 1:30 Board Meeting RSFF Community Room*