

LWV Upper Mississippi River Region ILO
2021-2022 Budget Committee
Zoom Meeting Minutes
Thursday, March 4, 2021

Present: Lee Ekstrom, Carolyn Mahlum-Jenkins, Jeri McGinley, Tam Prenosil, Gretchen Sabel

The meeting convened at 11:00 am. Motion made by Gretchen to elect Lee to serve as chair. Seconded by Tam. Unanimously approved by voice vote.

Jeri asked if there was support to amend the bylaws to delete the requirement that a non-board member serve on the Budget Committee. With last year's expansion of the board to include state alternates it is difficult to find a non-board member, and the committee is only advisory to the board and membership. Motion made by Tam to recommend amending the bylaws to delete the requirement that a non-board member serve on the Budget Committee. Seconded by Carolyn. Unanimously approved by voice vote.

Budgeted revenues were reviewed. Donations are made to UMRR "randomly". Gretchen has placed a "Donate" button on the website and will add one to the blog. The need for the board to periodically revisit fundraising was discussed. The pandemic has reduced opportunities to interact with others, and recent board discussions have acknowledged our financial needs are not dire. Gretchen commented on the possibility of revisiting the sale of face masks, as we may be wearing face coverings indefinitely for some purposes (airline flights, etc.). It was suggested we include an "ask" at our educational programs (whether virtual or in-person). Jeri noted our funds now exceed \$10,000. The committee agreed to ask the board to discuss the suggestion made last year regarding spending to fulfill our mission:

"The committee expressed a desire to see two discussions take place at the board level related to spending:

1. *Brainstorm effective ways to spend advocacy funds.*
2. *Find ways to "deliberately" spend budgeted funds in order to not miss deadlines/opportunities to advance our mission and raise our profile. Examples: include an agenda item on the April agenda to discuss how/if UMRR will be represented at state annual meetings in June; include an agenda item to track upcoming sponsorship opportunities."*

Budgeted expenses were discussed in detail.

Administrative expenses were reviewed. Speaker fees of \$120 were added to "Board Meetings" in anticipation that some educational program speakers may ask for a small honorarium. It was agreed there is no need to budget for additional UMRR brochures as we still have a lot. Once again, \$125/meeting was budgeted for table fees and registration at state annual meetings. A new expense account was created for registration fees for UMRR board members to attend conferences or webinars (\$100). While we did not have a financial audit of our books last year or this year, Jeri offered to bring records to an in-person board meeting and sit down with 2-3 board members to review the records before or after a meeting.

Program expenses were reviewed. Carolyn asked about budgeting for educational flyers/brochures (such as PFAS), which would be paid for from "Educational Event" expenses, now budgeted at \$200. For the Watershed Game, nothing was budgeted as it has been agreed UMRR would make use of available copies and trainers when using the current version of the game. Advocacy remains important in carrying out our mission and raising our profile. Advocacy, budgeted at \$575, can include co-sponsorships with other organizations and supporting state water days, as well as other activities.

Motion made by Carolyn to recommend to the UMRR board the draft 2021-2022 operating budget for discussion (attached). Seconded by Gretchen. Unanimously approved by voice vote.

Meeting adjourned at 11:53 am.

Respectfully submitted,
Jeri McGinley
Treasurer

Draft 2021-2022 Operating Budget

	July 1, 2020 - March 31, 2021 Actual	July 1, 2020 - June 30, 2021 Budget	July 1, 2021 - June 30, 2022 Proposed Budget	NOTES for 2021-22 Proposed Budget
Revenue				
4100 Memberships	1,700.00	1,500.00	1,500.00	60 members @ \$25
4200 Donations	150.00	500.00	250.00	Donate button on website/blog
4400 In-Kind Contributions	0.00	1,500.00	1,500.00	relies on board/committee member reporting ("washes" with expense acct 6500)
4500 Fundraisers	0.00	500.00	500.00	"asks" at programs; face masks; other?
4600 Miscellaneous Income				
4610 Annual Meeting Registrations	0.00	1,500.00	1,500.00	set fee to cover annual meeting expenses (see expense acct 6410)
4700 Other Income				
4710 Interest Income	0.63	2.00	2.00	
4800 Transfer from Reserves	0.00	0.00	366.00	to cover deficit and balance budget
TOTAL REVENUE	1,850.63	5,502.00	5,618.00	
Expenses				
6100 ADMINISTRATIVE				
6110 Board and Committees				
6111 Board Meetings	160.00	280.00	400.00	speaker fees (\$120), room fees, meeting teleconferencing (Zoom \$150)
6112 Membership Brochures, etc.	0.00	150.00	0.00	organizational materials
6120 Delegate Travel				
6121 Conferences	90.00	0.00	100.00	registrations (webinars?), etc.

6125 Mississippi River Network Annual Mtg	0.00	250.00	250.00	most costs covered by MRN
6126 State League Annual Meetings	0.00	500.00	500.00	tables, registrations, etc.
6130 Operating				
6131 Annual Financial Review/Audit	0.00	50.00	50.00	
6134 PO Box Rental	0.00	160.00	160.00	Madison PO box
6135 Software	75.00	50.00	75.00	Online QuickBooks (needed to increase from \$50 to \$75)
6136 State Registration Fees	10.00	10.00	10.00	Nonstock Corp Annual Report
6137 Supplies/Copying	0.00	50.00	50.00	
6138 Website	12.00	12.00	228.00	\$12 Domain; Weebly Pro \$216
6139 PayPal Fees - Membership Dues	6.75	5.00	10.00	2.2% plus \$.30/transaction
Total 6100 ADMINISTRATIVE	447.75	1,517.00	1,833.00	
6200 PROGRAMS				
6210 Education				
6212 Watershed Game	0.00	0.00	0.00	
6213 Educational Events	0.00	200.00	200.00	associated with board meetings
6220 Advocacy	0.00	575.00	575.00	ex. State Water Day sponsorship
Total 6200 PROGRAMS	0.00	775.00	775.00	
6300 FUNDRAISING				
6310 Fundraising Activities	0.00	200.00	0.00	
6320 PayPal Fees - Online Donations	0.00	10.00	10.00	2.2% plus \$.30/transaction
Total 6300 FUNDRAISING	0.00	210.00	10.00	
6400 MISCELLANEOUS				
6410 Annual Meeting	0.00	1,500.00	1,500.00	room rental, food, printing, speaker fees (should not exceed revenue acct 4410)
6500 Donated Travel/Supplies	0.00	1,500.00	1,500.00	relies on board/committee member reporting ("washes" with revenue acct 4400)
TOTAL EXPENSES	447.75	5,502.00	5,618.00	
NET OPERATING REVENUE	1,402.88	0.00	0.00	