



FASFAA Executive Board Minutes
Conference Call
September 25, 2018

The FASFAA Executive Board met on Tuesday, September 25, 2018 via conference call.

Call to Order

President Alexander called the meeting to order at 3:04 PM

Roll Call

Called the roll of Board Members present were:

David Alexander – President
Denise Asselta – Secretary
Joan Bailey – Immediate Past President & Fiscal Concerns
Kris Hatcher – Region I Representative
Nichole Crowley – Region II Representative
Sedrick Brinson – Region III Representative
Kylie Gross – Region IV Representative
Katie Conrad – Region V Representative
Kamia Mwangi – Global Issues
Jenny Cun – Membership Chair
Kim Phillips – Vocational-Technical/Clock Hour Chair
Laura Dickerson – Scholarship Chair
Nathan Basford – Conference Co-Chair
Irma Molinares – Federal Legislative Chair
Gwyn Francis – Bookkeeper

Members not present were Daniel Barkowitz, Nadine Bailey, Jeff Daniels, Levis Hughes, Merrian King, Vanesa Alfaro, Sandy Shimp, and Chansone Durden.

A quorum was met for voting

Purpose: Proposal for Accounting Services

Treasurer Rogers asked the board if there were any questions in reference to the proposal. Treasurer Rogers stated the accountant does the tax return they do not do financial statements. A question was asked “what is the difference between what Gwyn does and what the accountant will do for bookkeeping?” The accountant will be setting up the system for bookkeeping such as the chart of accounts, and merging the programs we have into QuickBooks online. They will not be doing the actual bookkeeping; Bookkeeper Francis will still be doing that. This will allow us to run all kinds of

reports for auditing. She will be entering all transactions, reconciling and we will be going from the old system to the new system. We are currently using different databases and what the accountant is proposing is to merge all the databases into Quick books online. This way anyone from the fiscal concerns committee can look and see the accounts and request reports from one system. All of the information will be consolidated to be online. We are currently having a manual process which will stop once we are online. The benefit to have the information online will be for the organization to be able to do a profit and loss statement online. This is a whole new bookkeeping system online and Bookkeeper Francis is not familiar on how to do this. The training is to be included in the accounting services. We will be going back two years' worth of paperwork to be entered in QuickBooks online and merge all the accounts in the new online system. When Treasurer Rogers got back from the annual FASFAA Executive Board meeting she scheduled a meeting with the accountant, the first call got canceled and reschedule and then the accountant came back with a proposal. We are now waiting for authorization to move forward. The accountant suggested not to have volunteers enter information due to the complexity of the online system. The bank statements are currently being done in different databases and there is nowhere online where board members can see it and compare them. The fiscal concerns have looked at all of the records in the different databases to make sure everything is correct. The board wanted to get the records online and to have our books inline for an audit. Once the accountant completes everything the fiscal concerns can complete the audit as needed. We will want to make sure in the engagement letter it is noted training is included. The current proposal does not state training is included.

Motion: Letter of Engagement

Conference Co-Chair Basford made a motion to move forward with the recommendation to ask for an engagement letter to include a break out for training. The engagement letter should also include training for the treasurer and the bookkeeper. Once the engagement letter is presented to the board, the board will then vote on the proposal. The Global Issues Chair Mwangi second the motion. Discussion occurred. Conference Co-Chair Basford made a friendly amendment; once we receive the engagement letter, we give the account the permission to move forward in getting the books in order. Treasurer Rogers second the motion. Discussion occurred. Conference Co-Chair Basford requested permission to withdraw the motion.

Any additional discussion/topics – there were none.

The meeting adjourned at 4:09PM.

Respectfully submitted by,

Denise Asselta

FASFAA Secretary