

Budget and Finance Meeting Minutes
Thursday, June 18, 2020
6:00pm

Attendees	Sorors Kendra Mervin, Liz Young, Eliza Atwater, Genell Mills, DeVonda Rogers, Walette Stanford, Denise Burgohy, Valerie Richardson, Sheila Pressley, Clorinde Miller, Charlotte Lingard-Young, Ashley Willis, Nina Harley
Meeting Convened	6:05 p.m.
Opening Prayer	Soror Liz opened the meeting with prayer
Minutes	No recommended changes were received for the May 2020 meeting minutes. They were adopted for the committee's and chapter's records.
Old Business Updated Voucher Request Software Technology Enhancements Chapter Financial Workshop Part I	<p>The committee voted to update the current voucher request form and to utilize Quickbooks and SignRequest software for operations. Quickbooks will be used to record accounting transactions and SignRequest will be used to electronically submit and sign documents. The aforementioned items will be presented to the Executive Board in June for approval recommendation.</p> <p>The first drafts of the financial policy and procedure revisions addressing committees staying within their budgets, committee monthly financial update reports and committee budget proposals were discussed. Each subcommittee presented the recommended language and accompanying forms to be used.</p> <p>Soror Clorinde asked to have the forms shared with the chapter's partner organization, Alpha Clay Pearls, Inc. Soror Kendra affirmed that she would ensure the forms and policy language is shared and she would like both organizations to be aligned in practices. Soror Kendra asked the committee members to give a thorough review of the proposed policy and procedure language and forms and provide feedback by Friday, July 10.</p>

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	The first bi-annual Chapter Financial Workshop for 2020 was discussed. Soror Kendra Mervin and Soror Ashleigh Willis worked together during the month of May to develop the workshop in preparation for presentation to the chapter during the June 27, 2020 sorority meeting.
New Business Short & Long Term Financial Goals Full Review of Financial Policies & Procedures	<p>Soror Kendra shared that Soror Nina Harley recommended the committee research and implement innovative strategies for budget development and long term financial goals for the chapter. Soror Kendra asked Soror Nina to lead this subcommittee, which will begin organizing and planning meetings in September.</p> <p>Soror Kendra also confirmed that the committee will do a full review of the Financial Policies and Procedures over the nex year to address, repetition, overlap, inconsistencies, grammatical errors and necessary updates. Innovative Strategy for Budget Development.</p>
Adjournment	The meeting adjourned at 7:16 p.m.
Next Meeting	Thursday, September 17, 2020 @ 6:00 p.m.

Minutes Submitted by: Soror Kendra Mervin, Chairman