

Portland Area Service Committee Board of Director's Meeting

June 30, 2007

The meeting opened at Noon with the Serenity Prayer. Syd read the 12 Traditions. The following were in attendance:

PASC Chair – Paul
Secretary – Michele
Outreach – Syd
Archivist –
Activities Chair – Eric P.

PASC Vice-Chair – Wayne C.
Literature Chair – Carolyn
H & I Chair – Steve
PASC Treasurer – Ron C

The topic of discussion was getting the Literature bank account under the PASC tax ID number; and preparing to audit all the PASC bank accounts.

Eric, Activities Chair, reminded the group that the BOD had directed the Literature Committee to get its account under the PASC tax ID number by this BOD. And the Literature Committee was to research the pros and cons of moving the Literature account to U.S. Bank, along with the rest of the PASC accounts.

Currently the Literature sales account is established at Wells Fargo, in Cindy's name, with her social security number.

Carolyn, the new Literature Chair, said she just found out about the bank situation three days before the BOD meeting, but that she would attempt to answer any questions. Also, Literature needed the PASC Tax ID number and Articles of Incorporation to make the change at the bank. In regards to switching banks, the Literature Committee said that the new account would need to issue the committee a debit card with which they could order \$5,000 worth of literature from World Services at a time. Since the last BOD meeting, they did give Joan, the auditor, complete access to the account.

Paul, PASC Chair, reiterated that the only thing holding up the Literature Committee from changing banks is whether they could get a debit card good for up to \$5,000 in purchases at a time?

The BOD remained split as to whether the Literature Committee account should be moved to U.S. Bank, under the umbrella of the PASC accounts. The Chair, Vice-chair and Secretary advocated for bringing the Literature account under the umbrella of the other PASC accounts, as suggested by the auditor. Ron, PASC Treasurer disagreed, citing ongoing problems with U.S. Bank depositing money in the wrong accounts. With as much money as Literature runs through its account, he suggested that it should remain separate. Another option he said would be to move all PASC accounts to Wells Fargo. Wayne, Vice-Chair, said that all financial institutions make mistakes, but that U.S. Bank has consistently gone bank and made it right.

The BOD continued to discuss whether Joan, the PASC Auditor, should have access to all of the accounts. Ron, PASC Treasurer, said that he should have access to all of the accounts, (including literature) and the Auditor should only review the reports given to her. Michele thought that additional oversight should be good. However, she thought that the PASC should look into security options. With the new electronic banking features, all any one person needs is a password and they can transfer money from the accounts. This circumvents the fiscal protections in the bylaws which require two signers to withdraw money from a PASC account. Now a PASC officer just needs a debit card and a password.

Carolyn, Literature Chair, said that it was her understanding that as a committee member, it was her responsibility to be careful with the Areas money.

Eric, Activities Chair, said that his Subcommittee still requires two signatures before issuing a check, even if it takes additional time. "We have to be accountable to the fellowship," he said.

Paul, PASC Chair, asked if all the Subcommittees had come with their financial reports for a quick audit. Only H & I had. Ron, PASC Treasurer said that the bank shows that Area has \$200 more than his records indicate. He has been going back to find the discrepancy. The BOD will meet for an extra meeting at Noon on July 28, prior to the next PASC, to audit Literature and Activities accounts. Plus compare the actual income and expenses to the budgeted amounts.

Wayne, Vice-Chair, said he did not feel comfortable with PASC money not being directly deposited into a bank account following the Area meeting. Ron said that he does not deposit the money until all of the records are in balance. Plus, most of the groups bring donations in cash. One month he received \$900 in one dollar bills. "I have to make sure every single penny is accounted for."

Paul, Eric and Syd suggested that Area have an accounts receivable person to count and bundle the money at the meeting, then take it directly to the bank.

Eric added that the BOD should remind the groups to bring their donations in money orders and checks.

Paul, PASC Chair, directed the Literature Committee to change the tax ID number on its account. Michele, PASC secretary and acting archivist, supplied Literature with the Tax ID number, PASC Articles of Incorporation, and agreed to type up the BOD minutes as soon as possible to help the Literature Committee change the Tax ID number on its account. Further, the Board of Directors appointed the Literature Committee officers, Jeff Styles, Cindy Kenline and Carolyn Gabbey Escalera as signers on the Portland Area Literature Subcommittee bank account. Carolyn, Literature Chair, said she would get it done.

The meeting closed at 1 p.m. with the 3rd step prayer.