Ski for Light, Inc.

Executive Committee Meeting Minutes

Meeting via Zoom

October 5, 2020

President McCorcle called the meeting to order at 8:58 p.m. Eastern Daylight Time.

Roll Call:

Tim McCorcle, President;

Julie Coppens, Vice President;

Krista Erickson, Secretary;

Brenda Seeger, Treasurer;

Michael Evelo, Director-at-Large;

Robert Hartt, Director-at-Large

Marion Elmquist, Immediate Past President.

All Executive Committee members were present.

The meeting was delayed due to problems with the teleconference service -- the meeting was ultimately conducted via Zoom.

**Action Via E-mail**

On July 21, 2020, a draft of the minutes of the July 8, 2020, Executive Committee meeting were e-mailed to the Committee listserv. In order to more closely comply with the process for approving minutes as outlined in Robert’s Rules of Order, Tim announced a change from a Committee vote via e-mail to approval of the minutes if no corrections were proposed within a specified timeframe. With no corrections requested, the minutes were determined to have been approved as submitted on August 11th and distributed to the SFL Board on August 12, 2020.

**Bookkeeping Proposal**

Tim explained that the purpose of the meeting was to discuss the proposal to switch bookkeeping work from being handled by the SFL Treasurer to the accounting firm, CBIZ and Mayer Hoffman McCann P.C. (hereafter abbreviated “CBIZ” in these minutes). CBIZ currently prepares SFL’s #990 form for filing with the IRS. Tim sent out the proposal from CBIZ prior to the meeting.

Brenda explained that when Doug was serving as Treasurer, Doug began using QuickBooks. Prior to that, the SFL Treasurer primarily handled only paying bills. The Treasurer’s job has now become a lot of work for a volunteer as it has grown due to collecting payments, updating QuickBooks and doing our part of the #990 form. With no in-person event, this would be the best year to transition. This change would make the SFL Treasurer more executive -- overseeing bookkeeping done by CBIZ instead of doing those tasks. Brenda voiced a high level of confidence in CBIZ, they are experts in QuickBooks. CBIZ would help move SFL to using the online version of QuickBooks which would allow up to five people such as the SFL Treasurer, SFL President and SFL Budget and Finance Committee chairperson to have access to financial information with specifically assigned rights. The online version of QuickBooks is more accessible than in the past but some questions remain -- we’ll have to try it.

CBIZ will prepare an engagement letter which Tim will forward to the Executive Committee when it is received. The engagement letter should contain the wording from the proposal regarding open communications and no surprise billing. CBIZ will take over retroactively as of July 2020 in accordance with the start of SFL’s fiscal year. CBIZ will also prepare the quarterly Board packet.

Marion has reviewed the relevant sections of the SFL bylaws and believes outsourcing bookkeeping to CBIZ will not require any bylaws revisions.

SFL has been hesitant about outsourcing services. This will cost more but will be better for the long-term and would qualify more people to serve as Treasurer. The Treasurer is described as CFO but we’ve been asking the Treasurer to do bookkeeping as well as serving as the production accountant which is too much to ask from one volunteer.

Bob moved and Mike seconded a motion to proceed with the engagement of CBIZ to take over accounting services. The motion carried unanimously.

The Committee thanked Brenda for her work so far as SFL Treasurer.

**Casper skiing trios**

Tim continues to work on this and will let the Executive Committee know when he is ready/will need help contacting guides and skiers.

**Next Meeting**

Tim asked about scheduling another meeting the week before the October 28th Board meeting and will send out an e-mail to confirm possible meeting dates and availability.

The meeting adjourned at 9:21 p.m. Eastern Daylight Time.