



Toll-Free Access Number: 1.800.704.9804
Participant Code 249452# (WINUP - Participant)
Conference Name: WINUP

9:00 A.M. Central / 10:00 A.M. Eastern

International Board Conference Call Minutes
Thursday, Feb. 23, 2012

Meeting called to order at 10:00 a.m. ET.

Otey established that all votes will be cast by roll call. The President, Executive Director and committee chairs do not vote.

Order of business, as president Otey is the facilitator and will not voice opinions. If she does want to share an opinion, the gavel will be passed to the vice president.

Roll was called:

Roll Call

Officers:

President:	Velda Otey	present
Vice President:	Donna Campbell	present
Secretary:	Danette Scudder	present
Treasurer:	Susan Toombs	present
Immediate Past President:	Vikki Michalski	present
Executive Director:	Claudia Powell	present

Chapter Board Representatives (or proxies)

ArkLaTex:	Shunta Reynolds	present
East Tennessee:	Danette Scudder	present
Indiana:	Dorothy Stoller	present
Kentucky:	Delinda Borden	present
Members at Large:	Linda Johnson	present
Missouri:	Judy Gustafson	present
Nashville:	Kim Satterfield	absent
New York:	Loretta DiCamillo	present
North Central:	Brenda Sandahl	absent
North Texas	Sue Mercer	absent
Northern Indiana:	Mary Fernanders	present
Ohio:	Roh Hardin	present

South Texas:	Donna McCord	absent
Virginia:	Barbara Carter	present
West Virginia:	Ruby Greenhowe	proxy Donna Campbell present

Committee Chairs

Budget and Finance	Vacant	
By-Laws	Robin Alexander	present
Chapter Dev.&Retention	Sue Mercer	absent
Energy Affairs	Danette Scudder	present
Fellowship	Roh Hardin	present
Guidelines	Susan Toombs	present
Historian	Barbara Carter	present
International Conference	Janet Rehberg	present
Int'l Honorary Life Award	Anita Banister	absent
Member at Large Award	Vacant	
Membership Expansion	Vacant	
Mentoring	Teri Berliner	absent
New Member Development	Carolyn Gordon	present
Newsletter	Trena Riffle	present
Nominating	Carolyn Gordon	present
Oak Award	Vikki Michalski	present
Parliamentarian	Robin Alexander	present
Past Presidents' Council/Grant	Vikki Michalski	present
Power Award	Danette Scudder	present
Public Relations	Emily Schilling	present
Ways & Means	Ruby Greenhowe	proxy Donna Campbell present
Web Site & Social Media	Julie Jumper-Morris	absent

Agenda

- **Approve Dec. 8, 2011 IB Meeting Minutes**
Otey asked to waive a reading of the minutes

MOTION 1: Hardin made a motion to approve the Dec. 8, 2011 minutes; seconded by Stoller. Motion carried unanimously.

- **Treasurer's Report**
 - January
 - Toombs provided the Treasurer's report. She reviewed the US Bank account status. The beginning balance was \$89,465.80. Revenue totaled \$13,092.00 and expenses totaled \$2,022.78 for a final balance of \$100,535.02.
 - To date, 60% of dues have been received. This includes 39 new members and 7 reinstated members.
 - Powell reviewed what each page in the financial report details to familiarize the International Board members with the information provided.

MOTION 2: Gustafson made a motion to approve the treasurer's report. Fernanders seconded. Motion carried unanimously.

- **Executive Director Report**

- Powell provided a summary of the Executive Director report. Membership payments are coming in well. There have been a high number of renewals. There are currently 295 paid members, which is lower than 2011.

ACTION ITEM 1: Powell has not yet analyzed which members have not renewed but, she will identify those members and notify their chapters.

- Signature cards with US Bank and Wells Fargo are up to date.
- Powell has consulted with two accounting firms to get quotes to complete and submit IRS 990 forms. Quotes are between \$300-500, which seems very reasonable and represents a savings from previous years.
- New venues to advertise scholarship opportunities are being identified. Rehberg suggested inclusion of clarification of the gender eligibility requirements for scholarships when they are advertised. She also suggested highlighting the scholarships on the WinUP website homepage in January and February. Powell noted the history behind the eligibility criteria is being researched and clarification will be provided. Some historical documents were lost in the transfer of information from Theresa Drexler and Powell asked any members that have archived documents to share them.

ACTION ITEM 2: Schilling noted she may have some minutes and a brochure that could clarify the eligibility requirements for the scholarships and, if so, she will forward them.

- Powell said the only major item remaining in the transition to the new website is PayPal access.
- Powell said WinUP notecards have been ordered. Anyone interested in receiving some should contact her.

- **International Committee Chair Introduction and Goals**

- Otey said the Executive Committee is developing goals for each committee and will share the proposed goals with the committee chairs in the next two weeks. Chairs will be asked to review the goals, provide feedback and set target dates. The purpose is to prioritize and document accomplishments and help committees stay on track.
- Hardin requested four committee members to assist with scholarship application review. Committee members do not have to be members of the International Board. Gustafson volunteered to help.

ACTION ITEM 3: Otey asked Hardin to send an email request to the International Board for volunteers to serve on the scholarship application review committee.

- **Guidelines Updates Approval**

- Conference Recognition Award (New) – Michalski said the addition establishes guidelines around the \$1,000 presented to the host chapter after successfully hosting an annual conference. It serves to outline a process that distinguishes the award money from the seed money host chapters receive. Campbell asked if the money is to be presented at the conference the chapter is hosting. If so, she asked if the accomplishment of the goals outlined could be determined in advance.
- Johnson asked if the \$1,000 is in addition to the profit share of conference revenue. It was confirmed that the award is in addition to the profit share as approved in the May 2008 International Board meeting minutes. The profit sharing percentage was changed in 2004 so the 2008 addition of the recognition award took that into consideration.
- Schilling asked if the Indiana chapter will receive the award for 2011. It was confirmed that they will receive the \$1,000.
- Alexander asked how many times the award has been presented since ArkLaTex hosted in 2009. The first award was in Roanoke in 2008. No award was made in 2010 because the conference was hosted by the International Board in Atlanta. Indiana will receive the award for the 2011 conference, as will the Ohio chapter in 2012.
- Michalski clarified that the proposed award guidelines set parameters around the original motion. Alexander noted that this would change the original motion.
- Fernanders said an amendment would have to be made to the original motion to include the new guidelines.

MOTION 3: Campbell made a motion to amend the motion originally approved on May 23, 2008 for the awarding of a gift to the host chapter to change the name to Conference Recognition Award and add the proposed guideline stipulations for eligibility. Fernanders seconded.

- Johnson noted that the eligibility goals should be more detailed.
- Motion carried with two abstentions: Johnson and Dicamillo.

MOTION 4: Campbell made a motion to include the Conference Recognition Award in the WiNUP Guidelines. Stoller seconded.

AMENDED MOTION: Michalski made an amendment to the motion including additional language to list conference objective criteria in the guidelines. Michalski then withdrew the amendment to the motion

- Motion carried with one abstention: Johnson.
- Powell asked if the dollar amount of the award should be included in the guidelines. Toombs suggested including the amount in the first line of the process detailed in the guidelines.

2/23/12 IB minutes

- Campbell asked if the guidelines should mention that the award is in addition to the conference revenue profit share. The consensus was that verbiage should not be included.

ACTION ITEM 4: Otey recommended sending the proposed guideline back to the Guidelines Committee to amend and resubmit to the International Board at the next meeting.

Hardin moved to adjourn at 11:15 a.m. ET and discuss the remaining agenda items at a later date. The motion was seconded by Johnson. Motion carried.

NOTE: List of motions and action items to follow.

MOTIONS

MOTION 1: Hardin made a motion to approve the Dec. 8, 2011 minutes; seconded by Stoller. Motion carried unanimously.

MOTION 2: Gustafson made a motion to approve the treasurer's report. Fernanders seconded. Motion carried unanimously.

MOTION 3: Campbell made a motion to amend the motion originally approved on May 23, 2008 to present the gift to the host chapter to change the name to Conference Recognition Award and add the proposed guideline stipulations for eligibility. Fernanders seconded. Motion carried with two abstentions: Johnson and Dicamillo.

MOTION 4: Campbell made a motion to include the Conference Recognition Award in the WINUP Guidelines. Stoller seconded. Motion carried with one abstention: Johnson.

ACTION ITEMS

ACTION ITEM 1: Powell has not yet analyzed which members have not renewed but, she will identify those members and notify their chapters.

ACTION ITEM 2: Schilling noted she may have some minutes and a brochure that could clarify the eligibility requirements for the scholarships and, if so, she will forward them.

ACTION ITEM 3: Otey asked Hardin to send an email request to the International Board for volunteers to serve on the scholarship application review committee.

ACTION ITEM 4: Otey recommended sending the proposed guideline back to the Guidelines Committee to amend and resubmit to the International Board at the next meeting.

WOMEN'S INTERNATIONAL NETWORK OF UTILITY PROFESSIONALS

2012 Actual to Budget

	2012 Budget	YTD Actual 1/31/2012	YTD Over/(Under) Budget	% actual to budget	Explanations
REVENUES					
International dues	\$ 19,100.00	\$ 12,728.00	\$ (6,372.00)	66.6%	193 paid members/1 honorary life
Chapter dues received	\$ -	\$ 60.00	\$ 60.00	0.0%	4 members paid their chapter dues to international- will be sent to chapters
New member initiation fees	\$ 180.00	\$ 234.00	\$ 54.00	130.0%	39 new members-Ohio, NIN, WV
Late fees	\$ -	\$ -	\$ -	0.0%	
Reinstatement fees	\$ -	\$ 70.00	\$ 70.00	0.0%	7 members reinstated - Ohio
Conference revenue 2012	\$ 6,900.00	\$ -	\$ (6,900.00)	0.0%	
Fellowship fund transfers from investment accounts	\$ 4,000.00	\$ -	\$ (4,000.00)	0.0%	
Conference seed reimbursement	\$ 2,500.00	\$ -	\$ (2,500.00)	0.0%	
PPG grant	\$ 600.00	\$ -	\$ (600.00)	0.0%	
Transfer from operating fund	\$ 3,265.00	\$ -	\$ (3,265.00)	0.0%	
Other	\$ -	\$ -	\$ -	0.0%	
TOTAL REVENUES	\$ 36,545.00	\$ 13,092.00	\$ (23,453.00)	35.8%	
EXPENSES					
EXECUTIVE DIRECTOR EXPENSES					
Exec.Dir. Compensation	\$ 12,200.00	\$ 900.00	\$ (11,300.00)	7.4%	
Travel (air, mileage, parking, cabs)	\$ 100.00	\$ -	\$ (100.00)	0.0%	
Meals	\$ 200.00	\$ 18.26	\$ (181.74)	9.1%	
Lodging	\$ 1,000.00	\$ -	\$ (1,000.00)	0.0%	
TOTAL EXEC. DIR EXP	\$ 13,500.00	\$ 918.26	\$ (12,581.74)	6.8%	
OTHER OPERATING EXPENSES					
Postage	\$ 100.00	\$ 9.00	\$ (91.00)	9.0%	
Post office box rent	\$ 70.00	\$ -	\$ (70.00)	0.0%	
Telephone & email service	\$ 1,200.00	\$ 31.41	\$ (1,168.59)	2.6%	
Office supplies	\$ 275.00	\$ 17.16	\$ (257.84)	6.2%	
Printing	\$ 750.00	\$ 46.95	\$ (703.05)	6.3%	
Checks & banking supplies	\$ 25.00	\$ -	\$ (25.00)	0.0%	
Board and EC expenses	\$ 1,500.00	\$ -	\$ (1,500.00)	0.0%	
President Expenses (Conf & Mid-year Board)	\$ 1,300.00	\$ -	\$ (1,300.00)	0.0%	
Website (Contractor, Hosting, Software)	\$ 4,200.00	\$ -	\$ (4,200.00)	0.0%	
Accounting consultants	\$ 1,000.00	\$ -	\$ (1,000.00)	0.0%	
Legal consultant	\$ 500.00	\$ -	\$ (500.00)	0.0%	
Insurance	\$ 2,000.00	\$ -	\$ (2,000.00)	0.0%	
New chapter grant	\$ 250.00	\$ -	\$ (250.00)	0.0%	
PPG recipient conference registration fee	\$ 350.00	\$ -	\$ (350.00)	0.0%	
Member professional development scholarship	\$ 500.00	\$ -	\$ (500.00)	0.0%	
Fellowship awards	\$ 3,500.00	\$ -	\$ (3,500.00)	0.0%	
International conference advance seed	\$ 2,500.00	\$ 1,000.00	\$ (1,500.00)	40.0%	
Awards-OAK, Power, HL, Nltr, Ch. Achvmt, Conference	\$ 2,175.00	\$ -	\$ (2,175.00)	0.0%	
Imprinted items	\$ 250.00	\$ -	\$ (250.00)	0.0%	
PPG grant expenses	\$ 600.00	\$ -	\$ (600.00)	0.0%	
Other	\$ -	\$ -	\$ -	0.0%	
TOTAL OTHER OPERATING EXPENSE	\$ 23,045.00	\$ 1,104.52	\$ (21,940.48)	4.8%	
TOTAL EXPENSES	\$ 36,545.00	\$ 2,022.78	\$ (34,522.22)	5.5%	
NET INCOME	\$ -	\$ 11,069.22	\$ 11,069.22		

2012 INCOME AND EXPENSE BY MONTH

Line #	REVENUES	BUDGET	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL YEAR-TO-DATE	Comments
1	International dues	\$ 19,100.00	\$ 12,728.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,728.00	
2	Chapter dues received	\$ -	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60.00	
3	New member initiation fees	\$ 180.00	\$ 234.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 234.00	
4	Late fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5	Reinstatement fees	\$ -	\$ 70.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70.00	
6	Conference revenue	\$ 6,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7	Scholarship fund transfers	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
8	Conference seed reimbursement	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9	Other - PPG revenues	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
10	Transfer from operating fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
11	Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
12	TOTAL REVENUES	\$ 33,280.00	\$ 13,092.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,092.00	
13	Other: notes on other expenses															
14																
15																
16	EXPENSES	BUDGET	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL YEAR-TO-DATE	
17																
18	EXECUTIVE DIRECTOR EXPENSES															
19	Exec.Dir. Compensation	\$ 12,200.00	\$ 900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900.00	
20	Travel (air, mileage, parking, cabs)	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
21	Meals	\$ 200.00	\$ 18.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18.26	
22	Lodging	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
23	TOTAL EXECUTIVE DIRECTOR EXPENSES	\$ 13,500.00	\$ 918.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 918.26	
24																
25																
26	OTHER OPERATING EXPENSES															
27	Postage	\$ 100.00	\$ 9.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9.00	
28	Post office box rent	\$ 70.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
29	Telephone & email service	\$ 1,200.00	\$ 31.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31.41	
30	Office supplies	\$ 275.00	\$ 17.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17.16	
31	Printing	\$ 750.00	\$ 46.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46.95	
32	Checks & banking supplies	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
33	Board and EC expenses	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
34	President Travel Expenses	\$ 1,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
35	Website-hosting, development, software, etc.	\$ 4,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
36	Accounting consultants	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
37	Legal consultant	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
38	Insurance	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
39	New chapter grant	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
40	PPG conference registration fee	\$ 350.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
41	Member scholarship	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	Fellowships awards	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43	International conference advance seed	\$ 2,500.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	
44	Awards-OAK, Power, HL, Nltr, Ch. Achvmt	\$ 2,175.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
45	Imprinted items	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
46	Other (PP Grant & expenses)	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
47	Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
48	TOTAL OTHER OPERATING EXPENSES	\$ 23,045.00	\$ 1,104.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,104.52	
49																
50	TOTAL EXPENSES	\$ 36,545.00	\$ 2,022.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,022.78	
51	Other: notes on other expenses															
52																

Women's International Network of Utility Professionals
Analysis of US Bank
January 31, 2012

	General	Past Presidents	Ways and Means	Members-At-Large	TOTAL
Starting Balance	\$ 85,209.39	\$ 4,066.90	\$ 177.51	\$ 12.00	\$ 89,465.80
Revenues:					
International dues	\$ 12,728.00	\$ -	\$ -	\$ -	\$ 12,728.00
Chapter dues received	\$ 60.00	\$ -	\$ -	\$ -	\$ 60.00
New member initiation fees	\$ 234.00	\$ -	\$ -	\$ -	\$ 234.00
Late fees	\$ -	\$ -	\$ -	\$ -	\$ -
Reinstatement fees	\$ 70.00	\$ -	\$ -	\$ -	\$ 70.00
Conference revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Scholarship fund transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Conference seed reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -
Other - PPG revenues	\$ -	\$ -	\$ -	\$ -	\$ -
Interest US Bank	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Total Monthly Revenues	\$ 13,092.00	\$ -	\$ -	\$ -	\$ 13,092.00
Expenses:					
Exec.Dir. Compensation-December	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00
Travel (air, mileage, parking, cabs)	\$ -	\$ -	\$ -	\$ -	\$ -
Meals	\$ 18.26	\$ -	\$ -	\$ -	\$ 18.26
Lodging	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 9.00	\$ -	\$ -	\$ -	\$ 9.00
Post office box rent	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone & email service	\$ 31.41	\$ -	\$ -	\$ -	\$ 31.41
Office supplies	\$ 17.16	\$ -	\$ -	\$ -	\$ 17.16
Printing-chapter kits, stationary, etc.	\$ 46.95	\$ -	\$ -	\$ -	\$ 46.95
Checks & banking supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Board and EC expenses	\$ -	\$ -	\$ -	\$ -	\$ -
President Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Website-hosting, development, software, etc.	\$ -	\$ -	\$ -	\$ -	\$ -
Accounting consultants	\$ -	\$ -	\$ -	\$ -	\$ -
Legal consultant	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Chapter rebates	\$ -	\$ -	\$ -	\$ -	\$ -
New chapter grant	\$ -	\$ -	\$ -	\$ -	\$ -
Past president grant registration fee	\$ -	\$ -	\$ -	\$ -	\$ -
Member scholarship	\$ -	\$ -	\$ -	\$ -	\$ -
Fellowship awards	\$ -	\$ -	\$ -	\$ -	\$ -
International conference advance seed	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00
Awards-OAK, Power, HL, Nltr, Ch. Achvmt	\$ -	\$ -	\$ -	\$ -	\$ -
Imprinted items	\$ -	\$ -	\$ -	\$ -	\$ -
Other (PP Grant & expenses)	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Ways & Means)	\$ -	\$ -	\$ -	\$ -	\$ -
Total Monthly Expenses	\$ 2,022.78	\$ -	\$ -	\$ -	\$ 2,022.78
BALANCE AT MONTHEND	\$ 96,278.61	\$ 4,066.90	\$ 177.51	\$ 12.00	\$ 100,535.02
Reconciliation to Bank Balance:					
BALANCE AT MONTHEND					\$ 100,535.02
Uncleared checks:					
TOTAL OUTSTANDING CHECKS					\$ -
Bank Balance @ 1/31/2012					\$ 100,535.02

Agrees w/ line 12 of
2012 Income &
Expense

Agrees w/ line 50 of
2012 Income &
Expense

Agrees w/ line 17 of
USBank Check
Register YTD

Agrees w/ line 17 of
USBank Check
Register YTD

Analysis of Accounts
12/31/2011

Account Name	Type	Bank	Balance @ 12/31/10	Balance @ 12/31/11	Change	% Change	Reason for Change in Balance
Business Checking	Checking	US Bank	\$ 79,759.10	\$ 89,765.80	\$ 10,006.70	13%	Regular operating revenues & expenses
TOTAL			<u>\$ 79,759.10</u>	<u>\$ 89,765.80</u>	<u>\$ 10,006.70</u>		
Capital Income Builder	Investment	Wells Fargo	\$ 51,561.72	53,035.58	1,473.86	3%	Reflects market activity and dividends
The Income Fund of America	Investment	Wells Fargo	45,910.64	48,473.48	2,562.84	6%	Reflects market activity and dividends
Washington Mutual Investors Fund	Investment	Wells Fargo	32,997.68	35,323.12	2,325.44	7%	Reflects market activity and dividends
TOTAL			<u>\$ 130,470.04</u>	<u>\$ 136,832.18</u>	<u>\$ 6,362.14</u>	5%	
GRAND TOTAL CASH			<u>\$ 210,229.14</u>	<u>\$ 226,597.98</u>	<u>\$ 16,368.84</u>	8%	



**February 2012 IB Meeting
Executive Director Report
February 23, 2012**

Membership

As of February 17, \$16,054 has been received for membership dues payments, with payments from Arklatex, South Texas and Nashville in transit. Total membership is 291, which includes payments made in 2012 to date, payments in transit, honorary life and memberships paid at the 2011 conference. Current membership by chapter based on payments (or in transit) is as follows:

- Arklatex - 11
- East Tennessee – 7
- Indiana - 9
- Kentucky - 19
- MAL - 5
- Missouri - 12
- Nashville - 11
- New York - 3
- North Central - 2
- North Texas - 8
- Northern Indiana - 29
- Ohio - 132
- South Texas - 4
- Virginia - 22
- West Virginia – 17
- TOTAL - 291

Financials

US Bank checking account balance at January 31, 2012 is \$100,535. Income for January was \$11,069.

Signature cards with US Bank and Wells Fargo are now up to date with 2012 signers.

2011 1099 forms have been sent/provided to Claudia Powell, Theresa Drexler, Cea Cohen Elliott, Katie Irk (Stam) and Amanda Overmyer.

I received quotes from two accounting firms to prepare the IRS 990. The quotes I received are between \$300 and \$500, a substantial savings from previous years.

Scholarships

I received an email from Theresa Drexler indicating that the WiNUP fellowships are listed with Petersons.com and that she updated the details regarding each fellowship annually. I updated the information and added the Louisan Mamer fellowship. When I searched the Peterson website, I could not locate our fellowships. Per Petersons, our fellowship information “[will be available to prospective applicants via their popular guidebook, Peterson's Scholarships, Grants & Prizes 2012. There is no charge for these listings.](#)”

Website

Rob Mapes of etech Alliance, our webmaster, is almost caught up with the changes that we requested in the past few months. There are a few exceptions, including some format questions and creating a PayPal link. I am in the process of reviewing the updates and have a few more changes for him to make.

Office Supplies

I have 40 WiNUP note cards with envelopes. If you need any, let me know.

Respectfully submitted,
Claudia Powell
Executive Director