

Finance Committee Meeting
Google Meet
10-August-2022

Attendees: Jennifer Salcher, Denis Mink, Scott Eudey, Pam Riddle, Kate Uerling, Andreas Chatzigiannidis, Griffin Craig, Bob Staab

Agenda Items

- **Implementation (as part of new sanctioning processes) -- Quickbook invoicing for sanction and splash fees; including the assessment of late fees if desired**
 - Bob and I have been working on a new formalized sanctioning/meet reporting process using JotForms
 - Proposal consists of 4 forms, with a workflow approval process
 - Form 1: Sanction Request Form – will use this to request the initial sanction; process proposed is that the request will include the meet book and covid attestation (until USA-S no longer requires); goes to the Finance Vice-Chair who will create an “invoice” in Quickbooks and send to the club for payment; the send to the sanction chair for sanctioning.
 - Form submissions will be saved as rows in a Google Sheets file on the OKS shared drive
 - Attachments will be saved as folders in the OKS Shared Drive
 - Form 2, 3 & 4: The Pre-meet and Post-Meet Reporting requirements – each of these forms will be generated at sanction approval and include the ability to upload the required files.
 - As with the original submission, attachments will be uploaded to the OKS Shared drive
 - The post meet report will include a certification by the Meet Ref that the meet ran I accordance with all rules and the meet book. This will be required for the registrar to upload times to SWIMS.
 - Using the post meet form response, the Finance Vice-Chair will invoice the host club for splash fees
 - Discussion points from the cmte:
 - Discussed the various meet types, sanction fees and splash fee requirements
 - Discussed auto-assigning the Sanction numbers to create a clean record of sanctions at a single tracking point
 - Add checkbox to reflect prelims/finals – helps sanction chair to identify if the assigned referee staff have appropriate certifications
 - **Action Items**
 - **Bob and Jenn will update P&P 411 and bring to board**
 - **Include enumeration of meet types and associated fees**
 - **Identify when and who has authority to waive fees**
 - **Identifies timelines to pay sanction and splash fee invoices**
 - **Bob and Jenn also update a**
 - **Jenn to create Meet Ref Certification template file that can be used to sign and upload during post meet reporting**

- **Implement online acceptance of ACH and credit card payments via QuickBooks (moving away from team unify given the migration of registration fee collection processes)**
 - Reviewed existing use of TeamUnify (oks.org) to collect credit card payments
 - Discussed Pam and I moving towards issuing invoices from QuickBooks for funds owed
 - Examples: sanction and splash fees, fines, etc.
 - Other long term: zones team, OKS hosted meet entry fees, etc.
 - With new registration process moving out of the LSC and to USA-S, activity on teamunify to be reduced
 - Using QuickBooks more likely a wash as following fees apply:
 - No monthly cost to use (teamunify charges \$44 for each month that has a transaction)
 - ACH fees (inbound) – 1% of transaction cost with a max of \$10
 - ACH fees (outbound) – no fees
 - Credit Cards – 2.9% invoices with .25/trx fee
 - Noted as a heads-up that Melio (online bill pay partner) will begin per check fees; may need to modify budget for 2023
 - **Action Items**
 - Jenn to draft P&P (new item) and bring to board to review
 - Scott researching if OKS can or cannot pass on credit card convenience fees

- **Review new GL accounts that are being proposed**
 - Noted that I'm working on updating the chart of account to better reflect activity (such as breaking out OKS championship meets, adding DE&I, etc. Proposed options to be included in 2023 budget, as best timing will be to implement at beginning of fiscal year; will create new accounts and sunset old ones as necessary to not impact historical reporting

- **Review approval processes for Expense reports (\$ amounts); Officials reimbursements; etc.**
 - Reviewed current understanding of various expenditure approvals
 - Athlete reimbursement – Finance Vice-Chair and Senior Vice-Chair
 - Expense Reports – needs Finance Vice-Chair and General Chair
 - Coaches reimbursement – needs Finance Vice-Chair and General Chair
 - Officials reimbursement – needs pre-approval by Craig, then Finance Vice-Chair and General Chair
 - Working on jot forms for all (athlete and expense reports implemented already)
 - **Action Items**
 - Jenn to update P&P 311 and bring to the board for review

- **Review current First Western Investments**
 - **Action Items**
 - Jenn to bring summary of account to the board meeting as a report

- **Review corporate card application with Arvest, and determine if we want additional cards/limits**
 - Discussed if board wants to have any additional cards available
 - Decided to hold off until move to Arvest is complete then will revisit and if needed develop a P&P and requirements