

## MINUTES

### WYSI FINANCE COMMITTEE

(April 28, 2025 – 6:00 PM)

*Call to Order 6:03*

*Roll Call*      Sadie Lebsock, Andrea Larsen, Daniel Diver, Emily Swett, Mary Ellen Tynan (guest), George Mathes

*Approval of Meeting Agenda*

*Approval of Minutes*

*Reports:*

- P&L Budget Comparison
- Balance Sheet
- General Ledger
  - Difference was mostly due to meet fees

*Old Business:*

- Finance Committee Members
  - Appoint Daniel to the finance committee
- Job Descriptions for Finance Chair and Treasurer
  - Can be passed by board
- Recommended Revisions to Bylaws
  - Revisions have to be passed by HOD
  - Bring to HOD in August
- Approval of Semi-Culminating Meet Award Reimbursements
  - Riverton, Newcastle, CCA, and Jackson reimbursements are in
  - Daniel expects check from Riverton soon
- IRS Form 990
  - Forward to the board

*New Business:*

- Elite Meet Reimbursement
  - If people are short; manually enter days of per diem food so they meet the \$250
- Possible Adjustments to Meet Fee Structure
  - Send to governance
  - People were interested at HOD
- Recommended FY2024 Budget Adjustments
  - Mary Ellen's expenses need adjustment
  - Increase budget by \$6000; take it to the board
- USA-S Financial Assessment

- Get SOPs in place
- Budget Process and Schedule

### *Open Discussion*

### *Capturing and Summarization of Action Items*

- *Appoint Daniel Diver to the Finance Committee (Emily)*
- *Complete necessary steps for Paid Treasurer Position, including vote recusal and process for submitting invoices (Mary Ellen, George, Andrea)*
- *Include Treasurer and Finance Vice-Chair Job Descriptions for Consideration at next Board Meeting (Emily)*
- *Revisions to Bylaws for Treasurer and Finance Vice-Chair to be Consider at Next HOD Meeting in August (Emily)*
- *Include IRS Form 990 for Consideration at next Board Meeting (Emily)*
- *Work with Elite Meet Applications to Include GSA Meal Per Diem Rates to Maximize Reimbursement (Mary Ellen / Andrea)*
- *Send out Approved Award Reimbursements (up to \$500) to Clubs that Hosted Semi-Culminating Meets - CCA, Riverton, Newcastle, and Jackson (Andrea)*
- *Send Proposed Revisions to the Meet Fee Section to Governance Committee for Input (George)*
- *Include Recommendation to Board to Increase Administrative Office Professional Fees budget line by \$6,000 for current FY (Emily)*
- *Continue FY26 Budgeting Process, including sending out recommendations/requests to budget stakeholders (Andrea)*

*Adjourn 7:19*

*Next Meeting Date: May 2025*