

ASSOCIATED MODELERS OF SACRAMENTO

Date: December 11, 2018

Location: Denny's Restaurant, 122 Sunrise Ave., Roseville, CA

Guests, New Members: None

Meeting called to order at 7:00 P.M.. President John Sorenson presided.

Congratulations to Randy Allen: Elected Modeler of the Year. Will receive a plaque and gets possession of the M.O.Y. trophy for a year.

Installation of New Officers: No outgoing officers made it to the meeting. Incoming officers John Sorenson, Doug Keller, Gloria Irey and Jim Irey were all present.

Board Reports:

Secretary Jody Kahan: MOTION to approve the minutes of the November general meeting. PASSED.

Treasurer Gloria Irey: Presented the November Treasurer's Report which was prepared by Keith Roberts and is attached to these minutes. MOTION to approve the Treasurer's report as presented. PASSED. Comment by Jim Irey: about \$6,000 in members dues have been received in addition to the cash on hand at November 30.

Membership Jim Irey: 223 members.

Field Marshall Tom Aschwanden: Sprayed herbicide today, about 150 gallons. John Sorenson: Thanks to Don Schwartz who keeps the pump working and provides the water from his well.

Contest Coordinator/Public Relations Geordan White: Absent. John Sorenson reported he has applied for the AMA sanction for the float fly and made up the flyer which should be on our website.

Newsletter Basil Yousif: October Newsletter went out a little late due to screw up by Jody.

New Business

Club to be debt free: John Sorenson: In 2019 the club will be debt free for the first time. There is \$10,000 in outstanding debt. At the January Board meeting the Board will review cash on hand and determine if there is enough to immediately pay these loans off.

Field Lease: John Sorenson: John will be meeting with Eric Oddo in March and thinks there is a good possibility we will get another five year extension.

Audit Committee Report: Jody Kahan presented the Audit Committee's report for the period

December 2017 through November 2018. A copy is attached to these minutes. The report points out that the Club Bylaws presently require the annual audit of the club's financial records to be conducted in the final month of the seated board's term (i.e. November) and a written report be presented to the members at the installation of officers (i.e., the December general meeting.) This makes it impossible to conduct an audit of a complete calendar year. The committee recommends that the Bylaws be amended to provide for the audit to be conducted in January with respect to the preceding calendar year and its report be presented to the members at the February general meeting. This proposal will be published in the newsletter and voted on at the January general meeting.

Signature Requirements on Checks: The club Bylaws currently require that AMOS checks will either contain the signatures of two Board members or the documentation will contain a copy of a second Board member's email approving the check. Routine monthly payments that are approved in the AMOS budget, such as the property lease and porta-potty, do not require a second signature or email. The president stated that this procedure has been cumbersome in practice and proposed that instead the single signature of the President, the Vice President, or the Treasurer be enough. He will bring this up for discussion at the January Board meeting and the members can vote on it at the January general meeting. Discussion followed.

Upcoming Events:

Christmas Dinner December 19: El Tapatia Mexican Restaurant, 7:00 to 9:00. We have a private room that will hold 40-50 people. There will be separate checks.

2019 Event Dates: The president called for a vote to approve the dates for 2019 events as follows:

Float Fly: May 12-19. J.S. has applied to AMA for sanction. Tom A. will park a trailer there. J.K. will assist in running the event. J.S. has prepared the brochure. Participants from out of town can camp at our field while waiting for Castle AFB event.

Heli Event: May 11. Basil and Geordan will run the event.

War Bird Event: June 15. Basil, Geordan and Tom will run the event. Basil will cook.

President's Fun Fly: August 17. Will observe AMA National Model Aviation Day and also hold the general meeting for August.

Electric Fun Fly: Tentative. J.S. will ask if anyone wants to run it. If not, it won't be held. August 24, if it is held.

Jet Event: Tentative. J.S. says R.S. hasn't made up his mind whether to run it again. Could also ask K.G. to run it instead. September 20-22 if it is held.

Giant Scale Event: October 12. Gary Meyer and Basil will run it.

Profile Event: Tentative. J.S. will talk to R.A.

A MOTION was made and seconded to approve these dates. MOTION PASSED.

Meeting adjourned at 7:36.

Respectfully submitted.
Jody Kahan, Secretary.

ASSOCIATED MODELERS OF SACRAMENTO, INC.
Report of the Audit Committee for the period 12/1/2017 -11/30/2018

1. Compare cash receipts and deposits to the bank statements: The committee compared cash receipts and deposits to the bank statement and found one discrepancy of \$10.00. The discrepancy was called to the attention of the Treasurer and has been corrected.
2. Check addition and subtraction on cash receipts and deposits. RANDOM SAMPLE: The committee found no addition or subtraction errors.
3. Confirm that all disbursements were properly approved: The committee found only one possible exception: an expenditure of \$328 for plaques for former Modelers of the Year which technically required approval by the members.
4. Confirm that all disbursements have been properly documented with an invoice or receipt: The committee found minor omissions, but does not consider such omissions to be evidence of misuse of funds. The committee believes it is important to have backup for all expenditures, particular for payments to individual members as reimbursement for expenses. The committee further recommends that the Treasurer obtain a written receipt for partial loan repayments and obtain the original note upon loan repayments in full. The committee also recommends that the Treasurer obtain receipts or vouchers from the Field Marshal from time to time with respect to funds advanced to the Field Marshal for maintenance expenses. The committee also found two instances in which, according to receipts submitted, members might have been insufficiently reimbursed for expenses, but in each case the member declined to pursue the matter further.
5. Confirm that all checks met the following signature requirement. With the exception of routine recurring payments that are approved in the AMOS budget (e.g., porta potty, property rent) each check must have two signatures or there has to be a copy on file of an email from a second board member approving the check: The committee was unable to confirm this because copies of the cancelled checks were not available. The committee recommends that in future the Treasurer (1) download copies of the cancelled checks from Umpqua bank each month and keep them with the written records for the month, and (2) keep a hard copy of any applicable emails with the written records for each month.
6. Review copies of the cancelled checks. Confirm that all checks have been deposited or cashed by the payee indicated and that no information on the face of the check has been altered: As stated above, cancelled checks were not available. See recommendations above.
7. Confirm there are no missing checks: The committee found no missing checks.
8. Review the monthly treasurer reports to verify that correct ending balances were carried forward as beginning balances on subsequent reports: Confirmed.

9. Check the details in monthly treasurer reports for accuracy: No inaccuracies were found.

10. Inventory of property with a value of \$500 or more. The Club's inventory of property with a value of \$500 or more includes only items that could reasonably be removed from the field and reused. Consequently, major investments such as Petromat and grading are not inventoried. Also, since much of the Club's equipment has been constructed by the members, and some has been donated, it is not feasible to establish an historical cost for some items. The committee considers the Inventory maintained by the Treasurer to be a reasonable method of accounting for the Club's property and that there is no need to seek to establish true cost or market value of these items.

11. Further recommendation: The Club Bylaws presently require the annual audit of the club's financial records to be conducted in the final month of the seated board's term (i.e. November) and a written report be presented to the members at the installation of officers (i.e., the December general meeting.) This makes it impossible to conduct an audit of a complete calendar year. The committee recommends that the Bylaws be amended to provide for the audit to be conducted in January with respect to the preceding calendar year and its report be presented to the members at the February general meeting.

Presented by the 2018 auditing committee
Jody Kahan
Doug Reid

AMOS
Treasurer's Report
November 2018

Checking Account Beginning Balance 11/1/2018		\$4,976.80
Deposits:		
AMBRO Event Receipts	55.76	
Total Receipts		\$55.76
Disbursements:		
EFT MRF Lease	597.37	
CK# 242 Jim Irey for Field Maintenance	44.19	
CK# 242 Jim Irey for Membership Supplies	202.92	
CK# 243 Jim Irey for Outsourcing Membership Cards	100.00	
EFT Porta Potty	122.85	
EFT Porta Potty (2 payments this month)	122.85	
EFT Roseville Ace Hardware for Field Maintenance	265.68	
EFT MRF Lease (December Rent)	597.37	
Total Disbursements		\$2,053.23
Checking Account Ending Balance 11/30/18		<u>\$2,979.33</u> (Note 1)

Note 1: Includes Dedicated Training funds of \$302.74

Prepared By: Keith Roberts, Treasurer 12/4/2018