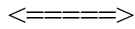


OFFICIAL MINUTES  
of the  
GREATER LOS ANGELES AREA MENSA  
BOARD of DIRECTORS  
Regular Meeting – May 1, 2010



I. Opening

A. Call to Order

Meeting called to order at 1030 by SAGRAY at Pilgrim Towers, 440 North Madison Avenue, Pasadena, with members ELLIOTT, FLEMING, HANNE, BURNETT, ROBINETT, YU, WALKER, TALKOV, LINDENBLATT with WONG, TAYLOR, and MADSEN arriving during the election meeting.

B. Approval of Agenda.

Motion to approve agenda VENOLA/WALKER 6-0-0

C. Approval of Previous Minutes

None submitted.

II. Reports

A. Executive Officers

SAGRAY – as submitted, hardcopy in Secretary’s files  
TAYLOR – as submitted, hardcopy in Secretary’s files

B. Area Reports

MIDCITY – Changed Third Thursday Thrill from 8 pm to 7 pm and had more people attend.

ELAC – as submitted

HIDESERT – canceled Death Valley Excursion due to lack of interest. It will be on the valley floor next year. Cinco de Mayo was canceled due to personal issues of the hostess.

C. Members-at-Large

None

D. Standing Committees

Awards – ELLIOTT hopes to have more time to devote to it.

Data Officer, Roster, Webmaster, Calendar – MADSEN – as submitted

Gifted Youth – WALKER – as submitted and has had success getting volunteers to help with the events they desire in their areas.  
Singles – SAGRAY – regular meeting is at 2 pm at El Torito in Burbank and subject to change or additional events.  
RG – SAGRAY has closing report including financials.  
Scholarship – GLAAM participated as Region and volunteered six people to help at the Regional level.  
MensaPhone – HANNE – still receiving monthly prank call  
SIGHT – VENOLA – helped with student coming here for the summer. She has received a lot of help from the SACRAMENTO coordinator.  
SIGS – as submitted. 42 tickets have been requested for the Hollywood Bowl concert and the Beethoven event is fully committed.  
Ombudsman – Keith Sagray is one of five candidates for National Ombudsman.

### III Special Orders

#### A. Call to Order (Election Chair Presiding)

Election meeting called to order at 10:47. Jay Friedlander presided and reported that it was a good year for the chapter, thanked SAGRAY and HANNE for a great RG and SAGRAY for the outdoor picnics. He thanked WONG for the ELAC parties and he offered help to Coastal and other areas for parties.

David Fenig is his deputy

He announced that MARCUS, FLEMING, BURNETT, TAYLOR and TALKOV's terms have ended.

#### B. Installation of New Board

YU, ROBINETT, SAGRAY (retained), LINDENBLATT, SMITH, WONG, VENOLA, ELLIOTT, WALKER, HANNE (elected)

#### C. Election of Chair and Other Executive Officers

Chairman – VENOLA nominated SAGRAY

Executive Vice-Chair – SAGRAY nominates ELLIOTT,

LINDENBLATT, self- nomination – LINDENBLATT – 4 ELLIOTT 4, second vote ELLIOTT 5, LINDENBLATT 4

Administrative Vice-Chair – SAGRAY nominates HANNE and WALKER

Recess – 1115 reconvened 1120

VENOLA nominated LINDENBLATT

LINDENBLATT 5, HANNE 3, WALKER 1

Secretary – SAGRAY nominates ROBINETT

Treasurer – SMITH volunteers

At 11:32 SAGRAY resumed as Chair

#### D. Filling Vacancies on the Board

MIDCITY – LINDENBLATT nominates FLEMING and he accepts

SVC – BURNETT volunteers

Member-At-Large – HANNE nominates TAYLOR who declines,  
LINDENBLATT nominates TALKOV who declines. VENOLA  
nominates WILSON who accepts.

COASTAL – Area Secretary and Delegate are vacant

E. Appointment of Committee Chairs

Awards – ELLIOTT

Data Officer, Special Interest Groups, Webmaster, Roster, Calendar Editor  
– Brian Madsen

Elections – Jay Friedlander with David Fenig as his deputy

Finance – ELLIOTT

Gifted Youth – WALKER (please correct if wrong.)

Membership – HANNE

Proctored Testing – Dave Felt

Regional Gathering – WALKER and SAGRAY

Singles – Vacant

Scholarship – SAGRAY

MensaPhone – HANNE

Open Forum – Vacant

Public Relations – Vacant

SIGHT – VENOLA

Ombudsman – Keith Sagray

12-0-1

F. Approval of Remaining Agenda

Moved (SAGRAY/ELLIOTT) to add items 1. Establishing Names on  
bank account and 2. Allocating \$150 for the DAMN newsletter; carried  
11-0-1.

1. Establishing Names on bank account

Moved (SAGRAY/ELLIOTT) to add Desiree Sagray, Sandra Smith, and  
Linda Robinett on GLAAM Bank account as of May 1, 2010. Gene, Jay  
O’Balles, Bill presently can sign. Printers, area incidentals maybe on IRS  
not until later. Motion carried 12-0-0.

Motion SAGRAY \_ Gene and Jay O’Balles removed from the bank  
account as of May 1, 2010, and Bill Taylor removed as of 1st Saturday in  
June 2010 second ELLIOTT - Motion carried 12-0-0.

2. Allocating \$150 for the DAMN newsletter

\$150 subsidy for DAMN moved (VENOLA/WALKER); carried 10-0-2.

G. Additional Reports

YU - submitted hardcopy rough report, 4 or 5 meeting minutes need to be  
generated. Found the March 2009 minutes.

TAYLOR –

Treasurer – AML, report is a month off because of their accounting year,  
Russ needs one and it is the front page of report. Passwords, endorsement  
stamp, USB drive, backpack being turned over to SMITH. CD and  
Money Market – Bill did not buy one or more CDs and Money Market.

Treating us more like a business rather than a club. CD and Money

Market got really complicated and not great. Chase was willing to do it. But for CD must have savings and checking accounts with no fees. Our present checking account is free. .1 to .5 percent. Didn't buy either instrument. Taxes – filed with California and pay a small fee. IRS free. Sept. 15th is our date, we missed it. Sam Moses advised to give us extension. We filed federal taxes in Dec. IRS has recently sent us a bill for \$1300 plus because they did not receive extension. TAYLOR instructed Moses to find copy of our filed extension, and communicate with the IRS to address fine that we have been assessed. Instructions to treasurer in e-mail and is available. Property – draft of instructions presented to SMITH. O'Balles has blue Board Members Handbook. Covered last year's scholarships on treasurer's report. Need to add \$4000 to RG income line on treasurer's report. Owe Scholarship around August.

Exec VC – Yahoo group belongs to GLAAM , TAYLOR is administrator. Gold cover Robert's Rules (soon to be changed) 10<sup>th</sup> ed.

SFV – report ELLIOTT gave Secretary book to SMITH. BURNETT picked up book. SFV Delegate needs book.

#### IV Closing

A. Good of the Order

B. Adjournment..

Open Forum, PR are vacant with SAGRAY in Singles, and Scholarship

Good of the Order – Lunch – Koo-Koo-Roo's is closed. Souplantation was agreed on.

VENOLA – find another meeting place – SAGRAY will keep in contact with Pilgrim Towers to check on meeting status. Start looking for another place.

BURNETT – PR volunteered. SAGRAY , ELLIOTT 11-0-1 suspend rules

SAGRAY BURNETT as PR ELLIOTT second. 11-0-1

VENOLA, 11-0-1 ELLIOTT

Adjourned 12:10

Webmaster, Roster, Data Officer, SIGs, Calendar Editor – Brian Madsen

=== Annual Reorganization: === I hereby nominate myself for the coming year for all of the positions I currently hold. Generally speaking, I'm pleased with the job I've done over the past year. However, in the area of goal-setting, I do feel that there is some room for improvement, including: \* I wonder if it isn't time to take a look at the printed and online calendars to give them a facelift. We've been doing them the same way for years and years. I don't see anything wrong with the way we've been doing it, but might there be ways to make them more useful if we took time to reinvent them? Ever since taking this job, I've felt that we could use Google Maps to add value to the calendar, for example (and I really have no excuse for not having done that before now!). Perhaps there might be different ways to highlight new or infrequent (or annual?) events so they stand out? Perhaps there are other ways to organize events, perhaps grouping them into categories or by location? I'd like to see some creative people get together and kick around ideas for improving our calendar to make it better. I'd welcome volunteers for that brainstorming project, because I know I'm not the only one with ideas for how it can be improved. \* I want to make more of an effort to reach out to neighboring chapters, specifically with regard to getting to know my counterparts in those chapters. I believe there's more we could be doing to announce our events in their newsletters and vice versa. We do a fair amount of interchange with Orange County, but I really ought to know better who my counterparts are in other nearby chapters so that we can do better at keeping each other informed of events that might be of interest. That sort of outreach would benefit not only the RG (both ours and theirs), but potentially also other large events such as the GLAAM Picnic & Potluck or the Hollywood Bowl. === Calendar Editor's Report: === Monthly report: Perry LaNaro has organized a Santa Monica Happy Hour and Dinner on May 4th which was submitted too late to be included in the May newsletter. He plans to make this a recurring event, although at the moment, we don't know how often he plans to do this. Annual report: As I indicated above, I'd like to see a group of creative people give the calendar a facelift or even a whole reinvention, both visually and organizationally. With that said, I think the past year has gone very well. I think the calendar, by and large, has succeeded in meeting the needs of the membership and the organizers of our various events. Also, a huge thank-you to Karen Star for redesigning the newsletter's back page! === Data Officer's Report: === Monthly report: I just got word that someone who should have been receiving our newsletter electronically hasn't been on the newsletter announcement. I'm not sure how that happened, but ... yikes! Next time I get membership data -- which will happen in early May --

I'm going to carefully make sure that everybody is on that announcement list who should be. Also note that that data update in early May will tell us whose memberships have lapsed; I encourage the Membership Committee and the Area Secretaries and Delegates to let me know how I can be helpful where member retention is concerned. Annual report: I feel that the membership data we've received has been very useful to the chapter in that it has given us the means to set up and maintain announcement lists, to distribute the newsletter electronically, and to produce our first-in-a-long-while printed roster, but if there's more that we could be doing, please let me know. For example, for the last several months, I've been generating a monthly report for the Hi-Desert Secretary of changes to the membership in that Area; if other Area Secretaries want that information, I'm happy to provide it, but I need them to let me know what they need. === Roster Coordinator's Report: === Monthly report: No news; all is well. Annual report: I think the past year's roster went well; a huge thank-you to Karen Star for her assistance with that. When the next printed roster goes to press, do we want to do anything differently? Also, is there anything I can be doing in between the annual roster preparation that would be helpful to the chapter? For example, would it be helpful to print supplementary updates (e.g. quarterly) in the newsletter? === SIG Coordinator's Report: === Monthly report: For the Hollywood Bowl concerts in July, all Beethoven tickets are spoken for, with a growing waiting list, and 38 of 80 Bugs Bunny tickets are paid for. Annual report: As always, I wish I had a better sense of how to energize our SIGs. I hope that everybody who wants to start or join a SIG knows how to do so. I wonder if I can be doing something more to make GLAAM's SIGs more vibrant and more visible. 2009's Hollywood Bowl concert was a success, if we overlook the number of tickets requested by people who didn't show up to claim them. This year's concerts are looking good too. I am very pleased with the way the new weeknight concert idea has been received. We definitely need to do that again in the future, maybe even including more weeknight concerts, and definitely purchasing more of those tickets next time. === Webmaster's Report: === Monthly report: I need finalized board minutes for Oct 2008, for Mar 2009, and for Sep 26, 2009 to the present. I also need an agenda for Feb 2010. Annual report: I'm happy with the job I've done keeping the web site current. As always, I welcome suggestions for ways to make it more useful and more relevant. I wonder if there are ways that I haven't thought of to make it more helpful to more people. Brian -=^=-

Gifted Youth Coordinator – Madeline Walker

As GYC (Gifted Youth Coordinator), I send out e-mails to a long list of Mensa and non-Mensa families with kids from very young to 17 years old. Some e-mails are for activities, others are informational. When the activities are planned far enough in advance, I put them in the Calendar and in the LA Mentary. I have submitted articles for the most recent 3 or 4 LA Mentaries.

I started the year asking parents to step in and start planning activities (because my Mensa youth, Case, is now off at UC Berkeley). I asked them to fill in the background check so they could supervise activities. I actually got good response. Unfortunately, I had missed the detail that only parents who are, themselves, Mensans may submit the background checks. One parent in the SF Valley, Kendi Kim, started organizing activities anyway (I have been supervising).

Then I found the path to success. Find a parent who says, "The activities you are putting on are too far away from us." Through a series of questions, lead them into planning an activity convenient to them. I look forward to more parent participation next year with this method.

Activities in 2009-2010 (when I mention "families", I am indicating at least one young person with at least one parent):

- \* Game Day is always available to the Mensa Youth, thanks to the graciousness of Michael Wong allowing them in, and the gentleness of the adult attendees when they realize that young people are in attendance. Although not every month, we often get a family or two showing up.

- \* In June '09 I planned "Shakespeare by the Sea", a free event, but had to cancel due to family concerns.

- \* On Nov. 1, several families came to the first GLAAM Picnic in Griffith Park. With all the great outdoors to enjoy, their predominant activity was Chess.

- \* On Nov. 20, about half a dozen families went to the Observatory. Kendi organized this activity.

- \* On Dec. 2, Kendi organized a house "Holiday" party in Northridge.

- \* On Jan. 24, 26 people, including 10 children, attended "Riverdance" at the Pantages Theater. A good time was had by all.

- \* On Feb. 14, about a dozen young people attended Kids' Track at the GLAAM RG. Activities included Werewolf, Geochasing, Lawyers' Games, and the game room. For the first time at a recent RG, we had a Chess Tournament for adults and youth. The Chess Tournament, which was organized by Ron Talkov, is a welcome addition to the RG, and I believe it will grow in popularity.

- \* On March 21, 36 of us attended "Alice in Wonderland" starring Johnny

Depp at the El Capitan Theater. The attempt to have everyone meet for lunch did not work well, since it coincided with the LA Marathon, which ran right in front of the theater as we were assembling. Lesson learned - check for Marathons conflicting with your activities. Nevertheless, a good time was had by all.

\* On April 4, about a dozen families went to MOCA (Museum of Contemporary Art) for a special exhibit and demonstration of Graffiti Art. This was organized by Kendi. The final activity included making our own graffiti art on a bathroom wall.

\* Mensa Youth were invited to form a Culture Quest Youth Team, but there was not enough spontaneous interest.

\* On April 25, five families joined at the Juan Bautista de Anza Park in Calabasas for a Kids' Picnic. We had a wonderful time on a wonderful day. Melissa Larson worked on this activity.

\* We have had meetings of the youngest potential Mensans. Children age 1 to 5 have met at homes on the Westside four or five times on Sunday mornings. The adults chat, the children play, and we all get to know each other. I expect this to be a core group that grows larger as the children grow older.

Future plans:

\* I will be sending e-mails to encourage family attendance at the upcoming GLAAM Picnic on May 22.

\* I intend to get tickets for "Hair" at the Pantages Theater. This may not be for younger children, but it will be fun for older youth and adults.

Informational e-mails, '09-'10:

\* Xump Science Toys closing by 4/26/09 promised bargains galore.

\* TV Opportunity for 9-15 year olds and their families in a "Family Feud" type game.

\* Movie roll for 9-11 year old Arab boy.

\* On-line seminar on 9/14/09 re: Advocacy for Gifted Children.

\* Where to get "Horrible" Books for young kids - history written in kids' style with the nasty bits (mysteries, slavery, sacrifices, etc.) left in.

\* High School Seniors Focus Group on 10/15/09.

\* TV Show on Problem Solving asked to Screen Test Adults and Bright Children.

\* Watch for 11 year old Mensan Chandler Frantz in the movie "Everybody's Fine!"

\* Free Test Review for Mensa Qualification in February.

\* Opportunity for 10-15 year olds in business study on Entertainment in April/May



I'm always open to more ideas for kids' activities.  
Respectfully submitted,  
Madeline Pinsky Walker

ELAC Secretary Report – Michael Wong

Year End ELAC Secretary Report ELAC is one of the more active groups in GLAAM:- I host the Asian dinners (which is mostly around ELAC area) and the San Marino Gaming Party (official area party) the board meetings are still held monthly in Pasadena, Monica Roach hosts the 21st. Century Plus movies, and we also have the Pasadena happy hour and BITE/LATE at the awful Burger Continental. The monthly gaming party for ELAC is continuing strong, averaging between 25 to 26 guests each month. As obese guests has continued destroying chairs, we might need to start purchasing new fold up chairs to replace the damaged ones (a couple of them are actually GLAAM property). We get approximatey a new member to attend the party every 3 months. My collection of games is approaching 600 now, so we may need to update the blurb in the L.A. Mentary soon reflect the new milestone. The Gifted Youth group has been visiting the gaming party, but usually there is just one single family showing up, so the kids who do show up are usually playing with adults, don't know if anything can be done to change that. The Asian dinners averages 5 or 6 diners with a core group of 3 or 4. It is not quite as large a group as the ELAC party but we have nice conversations there. We have effectively cancelled half the dinners due to not wishing to compete with Alan Stillson's Valley Writers event, so I will resume the 4th. Friday Chinese dinners. Some members are requesting that I go back to having dinners on both second and third Wednesdays, the jury is still out on that one. A Buffalo Wild Wings has opened up in Burbank in the Burbank Mall area right off the 5. Traffic is very convenient and the prices are reasonable, I am considering restarting the NTN Trivia nights there. I am finally getting regular Membership roster packets from AMC, so I have been sending out quarterly email greetings to new/returning/relocated members, and calling up those who don't provide an email address but provided their phone #'s. I have NOT been mailing a welcome letter to those who do not provide their phone/email info. See most of y'all Saturday. Michael

## Treasure's Report – Bill Taylor

I've been working on this for a while, but it has become clear to me it isn't going to finish before the board meeting. In particular I don't have a good property management plan. I've started a draft, but it is up to a few pages, which seems excessive. I'm inclined to just hand you the Air Force guidance on property management. I'll keep working on it as time allows.

Bill ===== 0. Treasurer - 1. Keep track of the money, 2. Keep track of the property, 3. Keep track of the contracts, 4. Report it, 5. Other documents and things. AML has a Treasurer's Handbook with lots of useful guidance in it. Get a copy, read it, keep it handy. Always remember, the money is ultimately managed by the Board and owned by the chapter/corporation. The Treasurer is responsible to keep it safe, accounted for, and legal, but the Treasurer is not directly responsible for the wisdom of the actual uses of the money. You will, from time to time, be required to exercise judgment. Good judgment.

1. Keeping track of the money

1.1 Generally we pay in arrears, which is to say we reimburse people or businesses for authorized expenses of products or services that we have already consumed. For the people in the organization, this keeps them on a short leash so they don't run off with wild expenses. For most businesses, this is common practice. They just bill us and we pay. There are exceptions to this (see below). There are two reasons to pay an expense, Board Action (previously approved budgeted expense or specifically approved expense), or Necessity (legally required payment or extreme emergency). Board Action payments are the preferred way to act. Every check written is backed by some motion approved by the Board at some point before it happens. This is the normal course of doing business in the chapter. Necessity payments may come in to play from time to time, but they should be avoided. The reason is that they potentially put the Treasurer, or other persons, at risk of retaliation by the Board. If the payment was not authorized in advance, the Board must ratify the expense after the fact. This can raise the specter of a crusade or a witch hunt by one or more members investigating the emergency, and why chapter money had to be spent on it. There is the possibility that the individual members can convince the Board to not reimburse the expense, or demand the money be repaid to the Treasury. This will probably lead to the person or Treasurer feeling abused or unappreciated. Assuming the

payment was made in good faith, the reasons for the situation are clear, and the object of the situation is a plainly obvious benefit to the chapter, this is unlikely. However, it is a real possibility and a situation that should be avoided. Historically and for simplicity sake the records have been kept on a Cash basis, which is to say it is recorded on the dates the documents and cash or checks, etc. actually move. For some items in the activity portfolio, the Accrual method could be used, but that is not true of most of the items, so any Accrual accounting should be kept to the side as Unofficial. This will be most appropriate for tracking Postage, as will be illustrated later.

### 1.2 Exceptions to reimbursements can come in several forms, but they are unusual circumstances. Advance payments and holding accounts are generally discouraged. The circumstances for exceptions are, Board Action (a Board directed advance payment), Business Necessity (usually advance deposits), or Large Unreasonable expenses. Board Action is simply when the Board decides that paying in advance is a good idea. This rarely occurs, and the Treasurer has discretion in doing this on individual initiative. But it should be based on some sound judgment that payment in arrears really is not appropriate. Business Necessity are probably going to be one of two things, payments that must be done in advance in order to conduct business, or payments that must be made in advance to avoid undesirable delays and complications. For example, the United States Postal Service requires that postage be paid in full, in advance, on all mail. The newsletter cannot be mailed on the mailing permit unless USPS has the postage deposit in hand. The only way to do that would be for the Newsletter Circulation Manager to pay in cash (checks take about one week to clear) when the newsletters are delivered to the mailing center then ask for reimbursement, or for the Treasurer to build up an advance account at the USPS. Typically we do the latter. Another example would be if a deposit were required to rent a piece of equipment, or to make a reservation for some event. It is quite common for hotels and convention centers to do this, especially for groups they are unfamiliar with or if the group has elaborate (labor) requirements. Usually the amount is a small fraction of the expected real expense. A third example would be paying for a service well in advance, to avoid service interruption due to billing delays. The Mensaphone line is typically paid in advance for this reason. Large Unreasonable expenses come into play usually when a single person, not a standing committee, is organizing a large (authorized) event. If that person is required to make a purchase, sign a contract, or pay a deposit, it might be unreasonable to ask the individual to bear the expense for the organization until some date after the event. This is a judgment call, as obviously each individual has a different debt tolerance. But in general, it is unfair for the organization to ask or require individual

members to bear the legitimate expenses of the organization. For example, if the debt was paid by Credit Card, there could be transaction or interest fees if reimbursement comes too late in the billing cycle. 1.3 Despite the allowability of advance payments, Co-mingling of funds should be avoided, in order to preserve clarity in chapter financial operations. Under some circumstances co-mingling can be an actual criminal offense, and thus should be doubly avoided. Co-mingling happens when a member has chapter funds and personal funds mixed in a common place, such as a bank account, or a cash box. If detailed records and strict accounting of the transactions of those funds are not maintained, it is possible that chapter funds would be lost and become part of the personal funds, or the reverse. Either the chapter or the person would be harmed, neither of which is desirable. There are ways to avoid co-mingling. The simplest of which is requesting reimbursement. This puts strain on the member's finances for a brief time, but provides the most direct accounting of chapter funds. The only other method approved at present is to establish a separate account for the designated purpose. At this time, only the RG has a separate account. The funds in the RG account are chapter funds and ultimately the responsibility of the Treasurer, but for usual operations it is under the control of the RG committee and the RG Treasurer. The RG Treasurer typically operates in a fashion very similar to the Treasurer with respect to receiving and paying. If additional separate accounts were established for other purposes, the Treasurer would have to coordinate actions with those persons to create the accounts, and to provide access and accountability for the money. 1.4 There are many recurring income and expense events. 1.4.1 Income is typically from the National Office, in the form of a monthly bank deposit. A statement will be emailed to the Treasurer, detailing the amount of subsidy and why it was paid. Other income may come from [Amazon.com](http://Amazon.com) from our website partnership agreement with them, or from individuals buying ads in or subscriptions to the newsletter. The RG will provide an annual income and loss statement. Very rarely, will be people buying used equipment from the chapter or people contributing to our Scholarship Fund. Winnings from the Culture Quest competition (happens in April, results announced in July at the AG) are typically designated towards the Scholarship Fund. These appear on the July or August National subsidy statement. 1.4.2 Expenses occur quite often. They can be broken down into Bi-annual, Annual, Semi-annual, Monthly, and Occasional. There is a single Bi-Annual expense, the Corporate Statement to be filed with the California Secretary of State's Office. This is currently \$20 and is due in December of Odd numbered years (2011 is the next payment). This statement keeps the corporation alive in the eyes of the State. Annual expenses are California and United States corporate income taxes, corporate Director's and

Officer's insurance, Scholarship Fund, and RG seed money. The California corporate taxes are filed with the California Franchise Tax Board. They are also required to keep the corporation alive. We typically do not owe any taxes, but there is a filing fee. Missing a filing, even when we don't owe anything, can create legal problems for the corporation. This is true even though there is conflicting guidance about not filing when you don't owe and don't meet the filing threshold. It is better to just file and pay. US corporate taxes go to the Internal Revenue Service. The taxes are due 105 days after the end of our fiscal year, which means September 15 (April 30 + 105 days). D&O insurance is typically paid in January (~Jan 20) for the entire calendar year. The D&O currently has a \$5000 deductible, so that amount should be maintained and available in one of the bank accounts. The Scholarship Fund is paid annually in August to the National Office (the Mensa Foundation, MF). Typically the chapter sends \$1000 from our internal Scholarship Fund. Usually this payment wipes out the Scholarship Fund every year. Paying scholarships is one of our stated corporate goals in our application for not-for-profit status. Failure to do this for an extended period could be grounds to revoke that status at IRS/FTB. RG seed money may or may not be necessary, as the RG committee plans its budget and looks at its financial condition. The amount varies from year to year, but has been \$3000 - \$7000. It should be noted that the RG is nominally a fundraiser for the chapter, and ideally for the Scholarship Fund. It should not lose money. Semi-annual expenses are the USPS postage payments, the Mensaphone subscription, and the GLAAM mailbox. Presumably there will be a GLAAM storage unit expense as well, which will probably be paid annually or semi-annually. Postage must be paid in advance, for the reasons cited above. If it isn't paid, the newsletters sits in the USPS or must be returned to the Circulation Manager until it is paid, which of course is a huge delay and headache. Mensaphone is the way people contact the chapter for the first time. We don't want the service turned off for non-payment, so we pay well in advance to be sure the next bill can get to the Treasurer before the cutoff date. The GLAAM mailbox is the way people send mail to the officers. We do not want official mail to be discarded for non-payment. The GLAAM storage unit, if we get one, should be paid well in advance, so that GLAAM property is not sold or discarded. Monthly expenses are typically the newsletter printing expenses, and the area party expenses. These are usually budgeted at the beginning of the year, and paid as they are billed. The Treasurer uses discretion as to which expense seems reasonable under the circumstances. A receipt or invoice for the expense should be accompanied with each request. If none is available, have the person write out a note for the records describing the expense and why they should be paid. Occasional expenses are for any miscellaneous expense the Board may authorize. Pay

them as needed, again exercising judgment about what is reasonable under the circumstances.

1.4.3 Recurring income and expenses Bi-annual California Secretary of State Corporate Statement Annual US Taxes, California Taxes, D&O Insurance, Scholarship, RG Semi-Annual Postage, Mensaphone, Mailbox Monthly Newsletter Printing, Area expenses, National Subsidy Occasional Miscellaneous Income and Expense

1.5 Actual record keeping is not terribly difficult, but it can be time consuming. The goal is to have every check, receipt, invoice, or other document tagged and associated appropriately so that the state of finances can be reassembled if necessary. Each check should be entered into the record journal. In our present case this is an Excel spreadsheet. The check number, the date, who it was paid to, and what it was paid for should be entered on the appropriate line of the spreadsheet. The check number, the date paid, and the amount paid should be written or indicated on the receipt, invoice, or document. Additional notation should also be made if it is not immediately clear what the ultimate purpose of the receipt serves. When the actual entry is made in the record journal, a check mark indicating this should be made on the document. For example, a receipt for \$12.34 for party supplies might be tagged "Check #5678, 9 Oct 11, Summer Beach Bash, paid \$12.34". The entry in the record journal would be "9 Oct 11, 5678, Joe Cool Member, Summer Beach Bash, \$12.34". The receipt would go into the file box, the check would go to the member. It is possible that an individual may present more than one receipt for a common purpose, or many receipts for different purposes all at one time. In general, it is better for record keeping purposes to write multiple checks, one (or more) for each separate purpose to that same person. Grouping the receipts onto a single check paying for multiple purposes should be avoided. It is much easier afterward to sort out each check and track it to a single budget item than to track a notation of which fraction of a single check goes to which budget item. This also eliminates the possibility of a check being entered more than once, or for incorrect amounts, into the record journal.

1.6 Responsibility for access to the money accounts is the Treasurer's. In addition to that person, typically people that can sign on the account include the LocSec and the Board Secretary. This is for safety backup, in case the Treasurer becomes unavailable for some reason. Others can be designated, but these should be limited to only those absolutely needed to perform financial duties in a reliable fashion.

1.7 Backups. All the electronic records (and the paper ones too, though this is less common) should be copied and stored in a safe location, just in case one source is destroyed. A portable USB memory stick should be available for this purpose, and the on-line storage area for the GLAAM Board records is too. There is sometimes some concern about the privacy and security of on-line storage, but the USB memory stick

should always be used. 1.8 Petty Cash / Credit Cards / ATM cards / Debit cards / On-line bill paying / Passwords / other kinds of modern conveniences have been generally discouraged. There are lots of reasons, but it really comes down to fear and clarity. Fear of abuse, or just misuse and inept frittering away of money if it becomes too easy to spend at will. Clarity in that actually having to write out a check makes it very obviously a deliberate act to spend some money. And it creates an easily traceable paper trail when it comes time to reconstruct some set of actions, like at years-end or tax time. Plus all those cards, tokens, passwords, etc. are all additional vulnerabilities to some person stealing the money from the account(s). The fewer, the better. It is all too easy to fall into the trap of, "wouldn't it be a lot simpler to just..." and often that is true. It would be easier, for the case in front of you. But what about the other 99% of the time when you don't really need the convenience, but it still exists anyway? That opening creates a risk of misuse, abuse, or mistakes. Is it worth it? Depends on how careful you are (and Everybody thinks the bad stuff will happen to some other guy). That said, there are some passwords to the WAMU/Chase accounts. They are in a sealed envelope. We rarely need them, which is why it is sealed. The LocSec and Secretary should have sealed envelopes as well.

2. Keep track of the property. It's in the Storage Unit. Don't lose it. Responsibility for access to and use of GLAAM property is the Treasurer's. In addition to that person, typically people that can access the property include the LocSec and the Board Secretary. This is for safety backup, in case the Treasurer becomes unavailable for some reason. Others can be designated, but these should be limited to only those absolutely needed to access and use the equipment for some authorized purpose.

3. Keep track of the Contracts. 3.1 From time to time GLAAM signs contracts. This might be a Treasurer responsibility, or it might be delegated to the LocSec, the Secretary, someone in the RG committee, or another individual member. Since a contract binds GLAAM into performing some action and probably paying some money, the Treasurer needs to be aware of them and how they work. They must be approved by Board Action, and should be reviewed for exactly what is required, by whom, when, and for what cost(s) under what circumstances. The most common contract is going to be for the RG. It may be more than one, for example one for the hotel space and another for food and beverages. Speakers may have contracts, or there may be a contract for equipment to be used. The Hotel contract(s) can be complicated, as there are often multiple circumstances in which a payment can be triggered. Expert, or at least semi-expert, advice and review should be obtained before signing, to assure that the contract successfully delivers the Objectives you set out for, at a price you can live with. That means you need to know what you want in advance, before you are swamped in all the options and alternatives. A

clear point of contact for resolving disputes, a clear method for resolving disputes, and a clear method of terminating the contracted arrangement should be present.

4. Report it

4.1 There are several reports required from the Treasurer from time to time. The bylaws spell out some in detail. In particular, at the monthly Board meeting, the Treasurer should be able to state the total amount of money in the bank account(s), whether any equipment has gone missing, and the status of any contracts in work. More formally, the Treasurer is responsible to produce annual, semi-annual, and monthly reports.

4.1.1 Annual reports are the annual proposed budget, the yearly taxes (US and California), the end of year report to the Board, and the end of year report to AMC. Each of these should be a compilation of the data from the monthly reconciliation. The taxes are done by an accountant. At present we are using Samuel Moses, a CPA and former GLAAM LocSec. He takes his payment as a free ad in the newsletter. Not all accountants come as cheaply.

4.1.2 Semi-annual reports are the two budget statements showing progress of income and expenses through the year. They should be published in the Nov-Dec newsletter (six months), and the May-June newsletter (end of year). Optionally, the newly approved budget or proposed budget could be published in June or July.

4.1.3 Monthly, the income and expense statement should be compiled from all the previous months receipts and from the bank(s) and National office statements. Ideally this report, or a summary, would be presented at each Board meeting.

4.2 According to the Bylaws, the Treasurer can be required to show all the paperwork, checkbooks, etc. associated with keeping the books accurate. It would be best to keep it as portable as possible, to make this feasible.

5. Other Documents and things

5.1 GLAAM is a California not for profit corporation, qualified under Federal IRS section 501(c)4 (Social Welfare). There are Articles of Incorporation and Bylaws. Copies of these are sometime requested to open or alter accounts. Sometime the specific minutes of a meeting are requested. There are Tax Identification Numbers and a Non-profit determination letters from the IRS that are sometimes requested. The Secretary should have the originals, but the Treasurer should have a copy handy.

5.2 There are Bank Account numbers and on-line passwords and phrases to get at the accounts as necessary. There is a check endorsement stamp for incoming checks, and a check book, spare checks, and deposit slips.

5.3 Physical inventory lists, as well as lists of who has anything not in the designated storage location. Keys to all the locks on the storage location, and lists of whomever is holding a key. In general, you want to either have the physical item under your control, or a receipt saying who has taken control of the item. This has been a somewhat loose area in the past, but we're accumulating a lot of stuff lately, so it will become more important as time goes on.