

ALBERTA ROMANCE WRITERS' ASSOCIATION
Board Meeting
Saturday, June 10th, 2023 at 9:00 AM

1. REVIEW AGENDA

2. REVIEW MINUTES FROM Saturday, May 13th, 2023

3. TREASURER'S REPORT

4. OLD and CONTINUING BUSINESS

- A. Library bookings**
- B. Leaving St. Mark's**
- C. WWC Stuff**
- D. Treasures Update**
- E. Meeting Schedule starting in July (or Sept) confirm**
- F. AGM ready? (June 22)**
- G. ARWA T-shirts**

5. NEW BUSINESS

- 1. Pass the torch procedure**
- 2. Discussion on the Future of ARWA**

Due to technical issues, the board meeting didn't begin until approx 10:15am

Present: Bret, Diana, Darlene, Jessica, Rachel & Wendy

1. Agenda was reviewed and approved.
2. Minutes of May Board meeting reviewed. Moved Jessica, seconded Tammy that they be accepted as presented. Passed.
3. Treasurer's Report. A balance sheet and Profit and Loss Statements were presented for the year ending May 31st, 2023. They were reviewed and loss noted. It was moved by Bret and seconded that these statements be accepted. Passed. (Documents attached at end of minutes.)

A proposed budget for 2023-24 was also presented but the discussion was that it was too optimistic as it assumed more members. It was better as we won't be paying for St Marks as the library use is free. It was decided that a second budget using the worse case scenario be produced and both would be sent to members before the AGM. (Proposed budget attached at end of minutes.)

4. OLD AND CONTINUING BUSINESS...

A. Library Bookings---Tammy looking after same and they will begin in September.

B. Leaving St Marks...We are paid till the end of August. It was decided that there would be August meeting here to --hopefully--welcome new members as a result of WWC. Bret will confirm August be leaving permanently as of August 31st, 2023.

ARWA staff will have to be moved out of the basement before the end of August.
Storage of same and new post office box will be left to the new board.

C. WWC Stuff...we have a table so everything that needs to be done there is done.

D. Treasurers...Bret has sent everything to Virginia this week and she will arrange for printing. Wendy's fenceline picture is being used for the cover. Book will be ready for purchase in 72 hours so there will be plenty of time for it to be ready for WWC. There are only 85 pages this year so the question arose if it should be published every year. It was decided to leave this decision to the new board.

E. Meeting schedule...July and August there will be no speaker. August meeting could be used as a greet and get to know for any new people joining after the WWC.

Victoria will do September on Motivation; Jessica in October on Uploading to Amazon; Tammy will present Character Development in November.

Diana sent out a thought about a book reading for July but had no response.

F. AGM ready...It was decided that the old board would run the meeting but there would be an electoral director to preside over the elections. Tammy will take on this task.

Bret asked for reports to be sent to him by the 18th so he can get them sent to members by the 20th, before the meeting. The Financial statements as approved, a program report on the past year and president's report will be sent. Also a "worse case budget" would also be sent to voting members.

G. T-shirts....Tammy ascertained that the cost of a printed shirt would be \$25-\$40 each with front and back ARWA information. For just iron-on transfers the cost would be \$15-\$20 depending on if it was front and back or only one.

It was decided that due to budget issues this matter should be put aside for the new board to decide. Wendy suggested that with the budget as it is, shirts would have to be paid for by those who wanted them BEFORE they were ordered so no cost would be to the organization.

5. NEW BUSINESS

A. Pass the torch---new board needs to be informed of the duties of their position. It was suggested that the Saturday the 24th would be a good date, but Wendy excused herself as she will be away. Darlene suggested that the manual should be updated and reviewed before the hand over to the new board but this decision was not acted upon. Darlene will find a copy and send it out to the board.

Diana said she had tickets for WWC as did Bret which they couldn't use so thought they could use them as a door prize at the AGM. It is unknown if they are transferable and Tammy will find out.

B. Discussion on the Future of ARWA...Meeting at the library or on zoom and only 1 meeting per month and the budget had been dealt with above so weren't addressed again.

It was felt that there needs to be a marketing plan to attract new members--something for the new board to deal with

There being no further items for the board to consider at this time, the meeting was adjourned at 10:15 AM

Alberta Romance Writers' Association
Balance Sheet
for the year ending May 31, 2023

Current Assets

Chequing Account	\$9,537.10	
PayPal bank account	\$-	
online PayPal account	\$217.16	
Petty Cash	\$66.75	
Visa Payable	\$(0.97)	
GIC Visa	\$1,000.00	
GIC matures Aug 2023	\$10,095.28	
Office Equipment (laptop)	\$998.31	
GIC adjusted interest	\$(25.18)	
Total Assets		\$21,888.45

Forwards June 1, 2022

Chequing Account	\$10,529.98	
PayPal chequing account	\$-	
online PayPal account	\$137.56	
Petty Cash	\$124.20	
Prepaid Membership	\$-	
Visa Payable	\$-	
GIC Visa	\$1,000.00	
GIC matures Aug 27, 2022	\$10,070.10	
Office Equipment (laptop)	\$998.31	
Total Forward Assets		\$22,860.15

Profit (Loss)	\$(971.70)
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Outstanding Items:

Profit and Loss for the year ending May 31, 2023Income

Membership	\$1,500.00	
GIC Interest	\$6.00	
Magazine/Book Sales	\$196.94	
Marketplace Sales	\$-	
Misc. Coffee Sales	\$10.60	
Misc. Workshop	\$-	
Amazon.com.ca	\$142.76	
	\$-	
<i>Total Income</i>		\$1,856.30

Expenses

St. Mark's Rent	\$-	
Insurance(+59.08 in June = \$709 year)	\$649.92	
Chequing Acct Fees	\$55.80	
Paypal Chq Acct Fees	\$-	
Paypal Commission Fees	\$20.40	
Visa Fees:	\$-	
Annual fee	\$120.00	
Monthly fee	\$5.11	
Website: Redesign	\$-	
Webhosting	\$62.37	
Domain Name	\$15.75	
Zoom	\$256.68	
Auditor Fees	\$50.00	
Honorariums	\$500.00	
Office Supplies	\$68.05	
Computer Supp (MicroSoft \$114.45, AntiVirus \$72.83)	\$187.28	
Coffee Supplies	\$32.00	
Magazine Printing, BIAY edit fee	\$307.50	
Corporate Registry Fees	\$-	
Misc Renewal Fee	\$50.64	
35 Anniversary food \$315	\$346.50	
Market Table (WWC)	\$100.00	
	\$-	
<i>Total Expenses</i>		\$2,828.00
Profit (Loss)		<u>\$(971.70)</u>

THE TWO PROCEEDING DOCUMENTS HAVE BEEN APPROVED BY THE BOARD.

PROPOSED BUDGET FOR DISCUSSION...

ARWA 2023 budget and statements

Budget		
Year	Proposed	Actual
* 2022 - 2023 *	2023/24	2022/23
Income		
GIC Interest	\$25.00	\$6.00
Magazine Sales (current mag)	\$-	
Write That Book Sales	\$300.00	\$196.94
Amazon.com.ca sales	\$20.00	\$142.76
Coffee Sales	\$-	\$10.60
Membership (\$60) (38 members)	\$2,280.00	\$1,500.00
Total Income	\$2,625.00	\$1,856.30
Expenses		
Chequing Account Fees (\$3.75mo)	\$55.00	\$55.80
PayPal Commissions	\$60.00	\$20.40
Visa Fees (Annual \$120)	\$120.00	\$120.00
Visa Interest	\$10.00	\$5.11
Insurance (\$709 yearly)	\$710.00	\$649.92
St. Mark's Rent (\$1400.00) or Library (10 Sat \$70)	\$700.00	
Speaker Honorariums	\$300.00	\$500.00
WWC Table Rent / Expenses	\$100.00	\$100.00
Audit Fees	\$50.00	\$50.00
Printing Magazine Color (10x15), BIAY edit fee	\$50.00	\$307.50
Website Fees (Webhost \$62.37 D.Name \$15.75)	\$80.00	\$78.12
Office Supplies: postage, usb hub cord, printing	\$60.00	\$68.05
Office Supp: chq's deposit slips, safe deposit box	\$-	
Computer Supplies MicoOffice \$114.45 Virus Prog \$72.83	\$-	\$187.28
35th Anniversary Food \$315 Party Supplies \$31.50	\$-	\$346.50
Misc Exp: Coffee Supplies, gift card, etc.	\$20.00	\$32.00
Advertising Fees	\$50.00	
Zoom (from \$21 mo. to \$22.56 mo.)	\$260.00	\$256.68
Misc Renewal Fee	\$-	\$50.64
Total Expenses	\$2,625.00	\$2,828.00
<i>Proposed Income</i>	\$-	<i>\$(971.70)</i>