

Executive Committee Meeting
December 26, 2022

Executive Committee members present were Brad Freeman, Mark Oldenkamp, Tony Evangelista, Ken Jensen, Terry Schroeder, Charles Miehm, Jerry Landerholm, and Harry Risetto.

Meeting Commenced at 1:00 PM PST

New Business – Operating and Genome Project Funds

There is approximately \$39,000 in the Wells Fargo checking account. The funds designated for the genome project are currently held in the checking account; there should be approximately \$50,000 in the genome fund. A discussion ensued on what actions to take so there are sufficient operating funds to begin the new year and restore the funds for the genome project.

The following actions will be taken:

- 1.) Create a separate savings account to hold the genome funds. Charles, at his discretion, will select an institution where the savings account will be created. Ideally, some interest income can be generated from the funds.
- 2.) Redeem the money market funds currently held in the Vanguard and Ameriprise (unrestricted) accounts, which total approximately \$32,000. The money will be deposited in the savings account for the genome project.
- 3.) Transfer approximately \$18,000 from the Wells Fargo checking account to the savings account for the genome project.

After the steps are taken to restore the genome fund approximately \$21,000 will be available for operating expenses. Based on 2023 operating budget created by Charles it appears that there will be a positive cash flow through 2023. A discussion ensued on how membership dues will affect the budget especially during the transition to the new membership year. Mark thought the amount of dues revenue is underestimated in the budget and that it should be adjusted to reflect additional income in the first half of 2023, this was agreed to. However, it decided to be conservative when estimating the dues revenues and not expect more than 85% of what theoretical could come in.

It was agreed that the committee needs to monitor the operating income and expenses on the monthly basis. The budget worksheet that Charles has prepared will be the “tool” to do this. Charles will update the budget worksheet each month with the actual income and expenses and send it to the members of the committee for review.

Fund Raising – the committee recognizes the need for fund raising. Brad has indicated that Meredith Smalstig, Bulletin Advertising Manager, may be able to help Kristen Albrecht with developing funding raising strategies. Brad will contact Kristine to discuss this further.

Google Workspace – There is a need to create a platform to where critical digital assets, such as the membership database, are stored. The stored files will be the backups in case of a catastrophic event. Over time we can learn to use the platform to share information and to work collaboratively. Jess Becker has looked at what is offered by Google and Microsoft. Based on her familiarity with Google, Jess has recommended that we create a Google

Workspace. Jess has done this for the Dahlia Society of Ohio. Brad gave Jess permission to proceed with creating a Google Workspace.

ADS Store Inventory – Mark reported that he will ask Dan Baulig, ADS Store Manager, to provide a store inventory at the end of the year. In addition to the quantity of publications of hand the inventory will report on the potential value of the inventory.

A discussion ensued regarding a request from Elva Sellens, Membership Chair, to continue to send the Classification and Handbook of Dahlias (CHD) to new members. The consensus of the committee was to have Dan send the CHD to new members. This puts the entire inventory of publications under Dan's control and eliminates the additional cost of sending CHDs to a second location.

Dan and Elva need to have access to PayPal for information related to publication orders and membership dues. This will streamline the process for processing publication orders and memberships. Charles will take the steps necessary to grant them access.