

Minutes of the Ohio Roundup Steering Committee
Saturday August 25, 2012 4:00 P.M. 2012 Roundup Cincinnati

In Attendance

Committee Members and Alternates

Frank W.	ORSC Chair	Toledo
Harry S.	ORSC Vice Chair	Cleveland
John S.	ORSC Secretary	North Canton
	ORSC Alternate	
TBA	Secretary	
Dawna R.	ORSC Treasurer	Akron
Gerry P.	ORSC Web Master	Columbus
	ORSC Alternate	
Steve K.	Treasurer	
Scot B.	Delegate	Akron
Lisa Y.	Alternate	Akron
Jay J.	Delegate	Canton
Robert G.	2012 Chair	Cincinnati
	2012 Registration	
James F.	Chair	Cincinnati
	2012	
Don B.	Treasurer/Alternate	Cincinnati
	2012 Asst.	
Norm C.	Treasurer	Cincinnati
David F.	Delegate	Cincinnati
Sue H.	Delegate	Toledo
Mat L.	Guest	Toledo
Mel A.	Guest	Toledo
Jim O.	Guest	Toledo
Rob F.	Delegate	Columbus
	2013 Registration	
Lisa M.	Chair	Canton
	Delegate,	
Jason W.	incoming	Dayton
	Delegate,	
Jefferson A.	departing	Dayton
Chris S.	2013 Co-Chair	Canton
Adam P.	Delegate	Cleveland

Frank W. called the meeting to order with the Serenity Prayer at 4:02 p.m. Board members introduced. Committee explained voting rights.

Previous minutes

- The committee reviewed and approved the minutes of the previous meeting.

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Financial Report

- Dawna R. presented Treasurer's Report. See attached. Shannon S. check expired, not deposited; Roundup check deposited.
- Motion to accept Harry S. proposed, Sue H. seconded. Report accepted.

Cincinnati

- Reported 263 in attendance, 180 paid, 53 full scholarship, 3 partial, prepared to pay back seed money, check submitted to ORSC. Will present final report at November 2012 meeting. Applause, Cincinnati ahead of time w/ taking care of financial issues.

Canton

- Presented final bid 2013. Jay J. reported bank balance 8/13 \$928.71. Previous bid figures recalculated. Updated budget proposal presented as requested by ORSC. Canton Intergroup support letter secured. Signed contract to be submitted 11/18/12. Scholarships, Stark Co. Visitor's Bureau, lanyards discussed.
- Harry S. suggests future proposed committee packet be delivered on time.
- Frank recommends bringing amended copy including hotel contract to 11/18/12 meeting. Projected profit \$183.00, suggested members review bylaws to make sure all documents rightly contained. Bid approved.
- Check requested for \$1,500 per bylaws to be submitted to 2013 committee, presented.

Dayton

- Jason spoke of returning money to ORSC for amends Dayton 2007. Dayton is discussing bringing Roundup back to Dayton in the future. Frank suggested keeping funds earmarked for future roundups. AA community in Dayton raised \$400.00. Funds received from amends earmarked for future roundup.

Toledo

- Sue H. and Mat L. presented intent to bid 2014, requested \$500 seed money per: bylaws. Intent to bid takes place 2 years out, no motion required, Treasurer will present \$500.00 check to Toledo.

501C3

- Issues discussed: admission financial statement; letter IRS; bonding treasurer; Bingo; and W-9.

Old Business

- Proposals discussed, see Attachment 2. All decided to be submitted as proposed amendments to bylaws.
- Treasurer needs financial statements, Canton, Cincinnati and Toledo for 2012. All money tied to ORSC tax ID number.
- All Roundup committees must provide financial reports how disbursed money from funds received ORSC have been used. Each committee provides reports, filed together, when ORSC files 990N, all money must be accounted for that year.

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- Requirement for accountant to file in order to maintain 501C3 status per: bylaws discussed; begins from the moment a committee receives funds from ORSC Treasurer.
- 2nd amendment VI.E.S re: Money Market Account. Bank claimed no activity, asked ORSC to have transactions in order to avoid account becoming “dead”. Amendment makes transfer of money in order to maintain account active. \$3,000.00 must be maintained in account. Anything funds in excess of what ORSC disbursed should go into MMA. Further discussion required. Bank aware that account is inactive, will not start process to make account “dead”. \$12,000 in account and Section 8 will establish prudent reserve. Harry S. suggests table issue until November, move \$1 to MMA and then determine next step 11/12 meeting. Proposed amendment tabled.
- 3rd amendment X.B Storage locker. Amendment to be revised and discussed at November meeting.
- Per: bylaws every two years ORSC elects officers. Current terms will commence 11/12. Frank steps down, Harry moves up. Opening for vice chair (see bylaws online). Jim O. and Robert G. nominated. Voting rights limited to current board members and city delegate or alternate in absence of delegate. Initial vote tie, second vote claimed Robert G. winner (bylaws do not address solution to a tie).
- Position open for alternate secretary. Frank W. nominated Richard M. of Toledo in absentia, accepted. No other nominations, Richard M. approved.
- Nomination open for Alternate Treasurer. Steve K. will become Treasurer 11/12. Rob F. accepted nomination for Alternate Treasurer, approved.
- 501C3: Frank met w/ accountant Frank to finalize information. Because of status, reports must be filed every year including \$50 charge by Attorney General. Motion approved to write check AG to comply w/ annual filing requirement. This motion must be added to bylaws.
- Maintain 501C3 status, ORSC suffered thefts, people created accounts w/ own SS#, money garnished, ORSC hope for progress, not perfection. Maintain intent of requirements: Accountant is going to prepare manual template for annual reports, estimated launch date 2013 Fiscal year. In lieu of template, transactions and receipts, balance sheet must match. There was \$4,000.00 discrepancy, still investigated by accountant. ORSC must only file 990N that states we didn't have \$50,000.00. We need to get better at accounting abilities, do not use personal social security number to open account. For every transaction, there should be a receipt. With withdrawal from account, make sure transaction accounted for. Each committee will have manual and template.
- Received letter from IRS, ORSC didn't file tax return 2009 (see John S. for copy, to be archived). Must complete pages per: IRS standards. Form 941: if ORSC had an employee salary, must file form. Accountant provided response failure to file 941 in 2009. ORSC never signed up for payroll, has no employees, asked IRS to adjust records. If payroll paid, must file form. ORSC needn't file 941, currently compliant.
- Recommendation from accountant: ORSC treasurers be bonded; if theft or loss, ORSC could recoup losses. Handled through insurance provider ORSC currently utilized for event purposes. Suggested to use current insurance provider, tabled for next meeting. Accountant will clarify requirements.
- Bingo: as long ORSC does not give money to winner, exempt from Attorney General requirement, Accountant to check on specific requirements. Recommend gift card better

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source of financial reward in lieu of cash. Cincinnati received request for Drag Bingo.
Solution: do not give cash reward for bingo.

- W9: ORSC is a non-profit organization. If \$50 donation make ORSC send W9 form to donor for tax deduction. Perhaps this is a bylaw item to explore. Registration is not tax deductible and is not a donation. ORSC needs to work out specifics and accountant will provide guidance. Discussion ensued. Frank will clarify w/ accountant.

New business

- Wayne B. discussed including Akron in the Roundup schedule. 1996 last Akron Roundup. Frank reminded group per bylaws, each city has opportunity to express intent to bid. Bid rotation flexible. Encouraged Akron folks to bring this issue to their groups.
- The next regularly scheduled meeting will be held Sunday, November 18, 2012 12:00 p.m. at the Stonewall Columbus Center on High, 1160 N. High St., Columbus, OH.
- Meeting adjourned with a prayer.

Respectfully submitted,
John P. Shaklee
ORSC Secretary

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Attachment 1 – ORSC Financial Report

ORSC Treasurer’s Report August 26, 2012

Ohio Roundup Steering Committee Treasurer's Report August 26, 2012

Checking Account

Date	Description	Debit	Credit	Balance
06/03/12	Forward Balance		\$ 12,480.59	\$12,480.59
06/03/12	Meeting space rent	\$ 25.00		\$12,455.59
06/03/12	Check from Shannon S. expired	\$ 88.76		\$12,366.83

Money Market Account

Date	Description	Debit	Credit	Balance
06/03/12	Forward Balance		\$ 11,100.60	\$11,100.60
06/29/12	Interest		\$ 0.45	\$11,101.05
07/31/12	Interest		\$ 0.47	\$11,101.52

Attachment 2
 Proposals

Proposed Amendment to VI.D

Current Bylaw: VI.D. In order to maintain a current 501-3C non-profit status with the IRS, the Ohio Roundup Steering Committee and the annual Host Roundup Committee, must keep complete and accurate records. The Items listed below will be used to file the appropriate IRS form 990, if annual gross receipts are greater than or equal to \$25,000; or 990-N, if annual gross receipts are less than \$25,000, and to support non-profit status in the event of an IRS audit.

Amended Bylaw: VI.D. In order to maintain a current 501-3C non-profit status with the IRS, the Ohio Roundup Steering Committee, the annual Host Roundup Committee, *the bid Roundup Committee and the intent to bid Roundup Committee*, must keep complete and accurate records. The Items listed below will be used to file the appropriate IRS form 990, if annual gross receipts are greater than or equal to **\$50,000**; or 990-N, if annual gross receipts are less than **\$50,000**, and

to support non-profit status in the event of an IRS audit. *An annual financial report must be provided at the February ORSC meeting by all committees listed above for submission to the accountant for the IRS annual filing.*

New Proposed Amendment VI.E.S

VI.E.5. Money Market account transfers are required to maintain active/open status of the Money Market account. The Treasurer should transfer funds in excess of disbursement and \$3000.00, \$2000.00 needed for seed monies for intent to bid and bid host roundup committees and \$1000.00 reserve to maintain a minimum balance in the checking account. The money market account is the financial vehicle used to maintain a prudent reserve as defined in Section VIII. This transfer should take place at the same time that the disbursement checks are written.

New Proposed Amendment X.B.

X.B. A storage locker has been secured in the city of Columbus to house the ORSC archives. There are two keys that provide access to the storage locker and shall be maintained by the current Archivist and the current ORSC Chair. The key and access codes must be passed on to incoming Chair and Archivist when the board position has been vacated and replaced with a new person.