

GLAAM Board of Directors  
Monthly Meeting Agenda  
February 4<sup>th</sup>, 2023, 11:00am  
[Join Zoom Meeting](#)

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I. Opening

- A. Call to Order
- B. Approval of Agenda
- C. Approval of Previous Minutes

II. Reports

A. Executive Officers

- i. Chair (Elliott)
- ii. Executive Vice Chair (Moses)
- iii. Administrative Vice Chair (Madsen)
- iv. Secretary (Madsen)
- v. Treasurer (Woo)

B. Area Reports

- i. Mid-City (vacant)
- ii. Coastal (Meni)
- iii. SFV (Stillson)
- iv. ELAC (Elliott)
- v. Hi-Desert (vacant)
- vi. Inland Empire (Woo, Carpenter)

C. Members-at-Large

- i. Ball
- ii. Madsen
- iii. Moses
- iv. Nolan
- v. Walker

D. Committees

- i. Awards (chair: Elliott)
- ii. Diversity (chair: Meni)
- iii. Elections (chair: Fenig, deputy: Friedlander)
- iv. Finance (chair: Moses)
- v. Gifted Youth (chair: Walker, vice chair: Meni)
- vi. Membership (chair: vacant)
- vii. Regional Gathering (chair: Walker, co-chair: Friedlander)
- viii. Scholarships (chair: Tew)

- ix. Special Events (chair: Walker)
- x. Testing (chair: Marriott)

#### E. Coordinators

- i. Archivist (Madsen)
- ii. Calendar (Stillson)
- iii. Circulation (Stillson)
- iv. Data (Madsen)
- v. Historian (Elliott)
- vi. *L.A. Mentary* (Frey)
- vii. Ombudsman (Friedlander)
- viii. Open Forum (Albert Byrne)
- ix. Public Relations (vacant)
- x. SIGHT (Chew)
- xi. SIGs (Bickel)
- xii. Social Media (Kyle)
- xiii. Webmaster (Elliott)
- xiv. Young Ms (vacant)

### III. Special Orders

- A. Filling of Vacant Board Positions
- B. Filling of Vacant Committee Chair Positions
- C. Filling of Vacant Coordinator Positions
- D. Scheduling of GLAAM Picnic
- E. Policy on Scheduling Area Events Outside of Area Boundaries
- F. Budget Modification

- Wilbert and other members of the Finance Committee recently completed reconstruction of our financial statements for the last four fiscal years. With that information, we now have a better idea of all our cash flows. The numbers suggest to us that we should be modifying our current fiscal budget on a high-priority basis. Finance Committee member Elliott recently circulated a Draft 8 of the budget (attached to this agenda as [budget - glaam - 2022-23 - draft 8.xls](#)) to the other members of the Finance Committee. That draft met with no objections from the Finance Committee. Therefore, Finance Committee member Elliott hereby submits the same Draft 8 for expedited consideration by the Board.

### IV. Unfinished Business

- A. PayPal account owner (Jordan Albert Byrne)
  - Jordan raised questions about this at our December meeting, but wasn't available to answer questions about this at that time, nor in January, so we carried it forward. We believe we're going with Square rather than PayPal for the RG. Is that a satisfactory resolution to Jordan's PayPal concern? We believe probably so. After all, he did write that one possibility is that "since we've been using Square for payment processing so far, we

could instead just cancel this PayPal account and create a new one down the line if it's determined we need it again." If that's agreeable, we may just do that.

## V. New Business

### A. Emphasizing schedule-driven obligations in the Volunteer Guidelines (Madsen)

- As currently written, our Volunteer Guidelines don't address the importance of getting our taxes filed on time.
  - Those guidelines do instruct the Treasurer to "submit the year-end Financial Statements and any necessary supporting records to an outside accountant, for preparation of our annual tax returns." That's literally the only use of the word "tax" in the whole document.
  - They also call upon the Finance Committee to "assist the GLAAM Treasurer as needed with financial reporting" and to "consider and report on [...] issues materially affecting GLAAM's financial position," but no part of that section of the document calls out the importance of filing taxes ... at all, let alone on time.
- Our failure in recent years to file taxes on time can be ascribed to a number of factors.
  - Among them, the role of GLAAM Treasurer is a weighty and challenging one in the day-to-day, and it's not always easy to keep annual responsibilities like the requirement to file taxes at the top of mind when focused on the day-to-day.
  - Similarly, the Finance Committee has a number of other tasks to manage, and may miss due dates such as the one for filing taxes as it focuses on its other responsibilities.
  - Without someone specifically tasked to watch out for annual responsibilities (not necessarily just tax filing deadlines, but certainly those, among possible others), we risk overlooking them as we focus on our day-to-day and month-to-month tasks.
- Let's therefore consider a motion to amend the Volunteer Guidelines to assign a responsibility to watch for such things, to notify the Board as they approach, and to raise concerns if they become overdue.
  - One natural place to assign this responsibility is to the Finance Committee, and we might consider amending the Volunteer Guidelines to explicitly call out this responsibility as one the Finance Committee should own.
  - I also believe that the Administrative Vice Chair is a natural choice to take on this responsibility precisely *because* the Finance Committee has so much else to keep track of, and by contrast, the responsibilities of the AVC in the Volunteer Guidelines are comparatively light.

### B. Color online edition of the GLAAM newsletter (Ball)

Please add this motion to the February 2023 GLAAM board meeting.

"The GLAAM newsletter editor will continue to produce a color online edition of the GLAAM newsletter from which the printed edition will be excerpted."

### C. Pre-printing approval of the GLAAM newsletter (Ball)

Please place this motion on the February 2023 GLAAM board agenda.

“Pre-printing approval of the GLAAM newsletter will be limited to the GLAAM newsletter editor, GLAAM newsletter circulation manager and if the circulation manager deems necessary the GLAAM ombudsman.”

VI. Closing

- A. Good of the Order
- B. Adjournment