



AU Board Zoom Meeting July 1, 2024

Attendees: Robert McKenna, Karen Clifton, John Hundrup, Joyce Stierlin, Ronnie Shumaker, Jeff Life, Gary Heindel, Dave Wilson, Toni Wiaderski, CL Gage, Al Christeleit, Butch Shoop

Guests: Don Lowe, Drew Lesofski

President McKenna opened the meeting and explained purpose is to seek approval for a temporary interim employee to pay bills in view of Karen's resignation. The interim employee will pay the bills and ensure AU publications are done on time.

Minutes from the meeting approving must be presented to Chase bank to add the employee to the account for signing checks and use of company credit card.

Butch advised the board he is recommending Lauren Gandara as the interim employee. He said she works full time, in addition to opening the museum on the weekends. He said she has experience having worked with a credit union.

Joyce asked if Lauren pays the bills, who will be responsible for income? Butch said Mary would. Joyce asked who will make deposits? Butch stated that Lauren will make deposits and that Karen has visited with Lauren and Alberto to explain procedures.

Joyce also asked what the current procedure is for issuing checks. Karen explained that normal expenses (electricity, water, office supplies, phone, alarm, etc.) are paid as received. Approval for larger amounts for special projects (web redesign, new building sign, etc.) is sought from the board prior to incurring the expenditure. Expenses of more than \$1000 require a second signature. Large amounts for band purchases, customs, etc., are sent via wire transfer and the executive committee (President, Executive Vice President and Vice President), as well as two CPA's review those bank statements each month.

Joyce asked who will be picking up mail? Butch said that the office will take care of that and that Karen, Mary and Donna were all very helpful.

Joyce asked what the AU would pay Lauren and Butch indicated \$25 per hour. Joyce asked how many hours per week Lauren would work. Butch said he estimates 15 hours and more when there is more activity during the cycle when revenue comes in with band orders, etc.

He also said that he visited with the former CPA and the new CPA hired to do the monthly books and tax returns. He said they are working together to complete the

transition. He also said that he visited with the former CPA and the new CPA hired to do the monthly books and tax returns. He said they are working together to complete the transition. Butch said the new CPA will charge \$1500 for restoration of 1-1-24 to present.

John Hundrup asked what the new CPA will cost and Butch said the AU would pay them \$647 per month and that they will do 80% of bookkeeping. He said the office will continue with daily input.

Butch asked if there were other questions. There were none.

President McKenna asked for a motion. Al/Toni. Passed unanimously. (Al-yes; CL-yes; John-yes; Jeff-yes; Joyce-yes; Ronnie-yes; Toni-yes; Gary-yes; Dave-yes.)

Butch said after minutes are prepared and approved, he would present to Chase to add Lauren to the accounts.

Bob advised the board that he asked Karen to send him checks in order to keep bills paid. Karen sent him checks, 4 invoices and the destroyed company credit card.

Butch thanked Karen for helping.

President McKenna asked who would take minutes at the upcoming board meetings. Ronnie offered and asked if the board wanted verbatim minutes. The board agreed it was only necessary to record motions/votes.

John Hundrup/Ronnie Shumaker to adjourn.

Unanimous.