



> **September 17, 2022** <

**10:00—11:30 am PDT**

**General Meeting**

**Via Zoom**

Please start logging into the Zoom Meeting 15 min. early (9:45 am). Susan will send an email the Fri-day before the meeting with the Zoom link.

Or you can paste this into your browser to join:

Join Zoom Meeting

<https://us02web.zoom.us/j/89766790104?pwd=M2g3VnNKelpyMVZRUXRrRml4L3dzZz09>

**Meeting ID: 897 6679 0104**

**Passcode: 111417**

Susan will start the meeting promptly at 10:00 AM.

Trouble getting into the meeting? Text Susan at (206) 790-1133 for assistance.

**>>>> IMPORTANT NOTICE <<<<**

**We will be voting on 4 Board Recommendations, copies attached with the newsletter. Recommendation 1) Record Retention Policy, 2) Gift Acceptance Policy, 3) Strategic Planning Committee Report, and 4) Standing Rules revisions.**

**Table of Contents**

<i>Pg.</i>	<i>Content</i>	<i>Includes</i>
2-3	President's Page	Pres. Letter, Board, Committees
3-8	Upcoming Events	Calendar, Chapter Paint-Ins, Raindrop Tugboat Paint-Ins, Lynn Andrews
9	Board Recommendation - 1	VOTE to Accept (Record Retention Policy)
	Board Recommendation - 2	VOTE to Accept (Gift Acceptance Policy)
	Board Recommendation - 3	VOTE to Accept (Strategic Planning Committee Report)
	Board Recommendation - 4	VOTE to Accept (Standing Rules Revision)
9-111	Committee Reports	Door Prizes, Education, Treasure Boxes
12	Membership	Birthdays, Sunshine, New Members
13-14	Nominations	Officer Duties
15-16	Minutes	VOTE to Accept
17-20	Financial	VOTE to Accept

**Paint-In: Girls Just Want to Have Fun ... On Halloween**

**Taught by: Holly McDonald**

**12 - 3 PM Pacific Time**

**More information on page 3**

## From Our President

It will be fall by the time you read this letter, the last quarter of the year! Hopefully it has cooled off a little bit. I always look forward to fall, because it is colorful, and I love Halloween!

**Workshops:** There might still be room in our September 24th workshop with **Lynne Andrews** if you haven't had a chance to sign up. It is super cute and can be painted on anything. Next is Paulette De Gisare on January 28th. Twenty members responded to our request for votes and ten voted for the **Christmas Sampler** (the red one). There were five votes each for the other two projects. Registration will open to NWDA members on November 1<sup>st</sup> and it will open to non-members on December 1<sup>st</sup> (if there is room left). Since this is a 2023 workshop, you will need to pay your 2023 membership dues in order to sign up at the members only rate in November.

**Nominating Committee:** The nominating committee is calling on members to fill board positions for next year. Karla Linder and Mary Ann Campbell are the committee. Nancy has listed each of the officer's duties in the newsletter this time, so you can see if this is something that might interest you.

**Membership Drive:** It is also time for our annual membership drive to start. Membership dues for calendar year 2023 are due October 1<sup>st</sup>. This is recommended by SDP so the chapters can give an accurate tally by the end of the year for insurance purposes, etc.

**After-Meeting Paint-Ins:** We will be having our fourth after-meeting workshop of the year, taught by Holly McDonald. There is no charge to NWDA members or their guests for this workshop. The class prep instructions and e-pattern are on our website under the Members Only tab (password NW22DA) or you can email Monica at [mbayness@gmail.com](mailto:mbayness@gmail.com) and she will send it to you.

We are trying to find teachers for our after-meeting classes for 2023. Please contact Monica at [mbayness@gmail.com](mailto:mbayness@gmail.com) if you are interested. The teacher receives \$150.00 for the workshop, and it is taught via Zoom. If you are local, the chapter has two web cams and a stand that can be checked out. We do require that you get permission from the author to teach the workshop. However, this is not needed for patterns from the Decorative Painter. The SDP has digitized many years of their published patterns. You can find them on their website at <https://www.decorativepainters.org/>, click on "Magazine."

**Record Retention Policy:** We have had a lot of questions this year about how long to keep records. The SDP has a suggested Record Retention Policy in the Chapters Handbook, and the board recommended sending it to the chapter for a vote. We are hoping we can adopt a version of this policy at the September meeting, because we defer to it in our standing rules, which we are also voting on.

(Con't page 3)

## Board of Officers

President	Susan Treiber
VP / Pres. Elect	Open
Secretary	Dawn Cutler
Treasurer	Monica Bayness
Financial Secretary	Cheryl Smith
Membership	MaryAnn Campbell Diane Caldwell
Past President	Judy Fischer
Financial Agent	Kim Falk

## Committee Chairs

Education Chair	Dawn Cutler
Door Prizes	Liz Carlson
Ethics: Board	Monica Bayness
Ethics: Business	Open
Ethics: Member	Georgia Magarrell
Evergreen State Fair	Sue Holmes
Strategic Planning	Mary Ellerman
Fundraising: Bazaar	Joy Halladay
Historian-Photographer	Nancy Welch
Holiday Party	Open
Newsletter	Nancy Welch
Nominating	Mary Ann Campbell
Program Paint-Ins	Monica Bayness
Promotion/Publicity	Susan Treiber
Retreat	Mary Ann Campbell
Service: Treasure box	Joy Halladay
Storage Unit Disposition	Judy Fischer
Sunshine	Rose Frank
Webmasters	Nancy Welch Monica Bayness

**Please note: The new email address for the newsletter is:**  
**[nwdecoartistsnews@gmail.com](mailto:nwdecoartistsnews@gmail.com)**

## Upcoming Events

### NWDA Calendar of Events

#### (Pacific Time)

##### September

17 NWDA General Meeting 10:00-11:30

17 Paint-in 12:00-3:00—Holly McDonald

24 Lynne Andrews Workshop 9:00 am

##### October

~~9 NWDA Board Meeting 10:30-11:30~~

**16 NWDA Board Meeting 10:30—11:30**

##### November

19 NWDA General Meeting 10:00-11:30

19 Paint-in 12:00-3:00 TBD

##### December

TBD Holiday Party

**Please Note:** October board meeting has been changed to October 16—Susan will be at NET Convention on October 9

### NWDA Paint-in September 17



Girls Just Want to Have Fun— On Halloween  
Taught by Holly McDonald

Class is free to all NWDA members and guests.

Contact Monica Bayness—mbayness@gmail.com

### President's Letter (con't from page 2)

**Gift Acceptance Policy:** This is another policy that needs to be voted on before we vote on the standing rules. This policy explains the process for how we accept donations of art and art supplies and explains our non-profit status, etc.

The **Strategic Planning Committee** (previously known as the 5-year planning committee) met and submitted their ideas to the Board, which in turn made a resolution for the chapter to vote on them. Once accepted, it will be up to the board to coordinate the implementation.

**Standing Rules:** We had a special meeting in August to review the Standing Rules changes (attached). The people who attended the previous Bylaws review meeting were invited back to finish this up. Now it is up to you to vote on them, so it can be finalized. The first column has the original Standing Rules and the second column has the changes in red font.

**Spin the Wheel:** Karla Linder won our contest at the last meeting. Who will be the September winner? You must be present to have your name placed on our wheel of fortune!

Happy painting!

Susan Treiber

(206) 790-1133

### NWDA Paint-in November 19

Taught by Mary Ann Campbell and Judy Fischer at 12 pm after the meeting.



Project Instructions will be available on our website soon.  
[www.nwdecorartists.org](http://www.nwdecorartists.org) under Members Only

Class is free to all NWDA members and guests.

Information—contact Monica Bayness—  
[mbayness@gmail.com](mailto:mbayness@gmail.com)

Instructions for both projects can be found on our website [www.nwdecorativeartists.org](http://www.nwdecorativeartists.org) under Members Only

Girls Just Want To Have Fun..... On Halloween!  
Holly McDonald – for NWDA Sept. 2022

Pumpkins with shoes? Witches playing hide & seek? “Brew tasting” witches? It must be the magic of Halloween!



Project size: 11 x 14

If you choose to do this smaller, you can totally simplify the design, ie: put in fewer trees etc. As far as colors go, use what you have, you don't have to have exact matches to mine. I'll list what the colors are used for in case you choose to alternate.

Palette: Americana (DecoArt)

Burnt Sienna	Hauser Dk Green	Paynes Gray	Slate Gray
Burnt Umber	Hauser Med Green	Prussian Blue	Yellow Ochre or Marigold
Diox Purple	Moon Yellow	Purple Cow	Zinc

Graphite

Glamour Dust paints optional

Prep: 1. Base the board with Purple Cow  
2. Next take a dollop (dime size?) of each, **BRUSH MIX! NOT** mixed together: Diox and Paynes Gray. With a large brush, (1" or so) start from the outer corners working in from the edges, leaving a light circle in the center. Adjust the darkness in the corners with your Paynes Gray and the purple. Towards the center it should be straight Diox. (no PG) Focus on the upper half of the piece for this - Darker in the corners and outer edges, working to light. No hard edges. Don't stress as much about the bottom half – it's covered with grass.

Now you can put your pattern on: Outline of the cottage and roof, ground lines, trees, Moon.

Please let me know if you have any questions! (don't sell this to telemarketers.... ☺)

[hollyb2@frontier.com](mailto:hollyb2@frontier.com)



# WANTED

Teachers for 2023  
**After Meeting  
Classes**

Pay Per Class  
\$150.00

Please submit  
options to

[mbayness@gmail.com](mailto:mbayness@gmail.com)

## Upcoming Event—Lynne Andrews



### Lynne Andrews “The Skaters”

Date: Sat, Sept 24, 2022

Time: 9:00am-4:00pm Pacific time

Location: Zoom

Medium: Acrylic

Included: E-Pattern Packet + session will be recorded.

Registration Opens:

⇒ NWDA Members: July 1st

⇒ Non-Members: August 1st

**NWDA Chapter Member Rate:** \$25.00 (check) / \$26.50 (PayPal)

Note: You must be a 2022 NWDA chapter member to get this rate.

**Non-Member Rate:** \$36.80 (PayPal)

Special for Non-Members: \$26.50 (PayPal) if you join our chapter for 2022 at the same time (*Note, you must be a member of SDP to join our chapter*).

**Register for Lynne Andrews via PayPal here:**

<https://www.nwdecorativeartists.org/>

**Join/Renew your membership with NWDA here:**

<https://www.nwdecorativeartists.org/membership-form>

**Join SDP here:** <https://www.decorativepainters.org/>

**Or Current NWDA Members (only) can register by mail:**

Name:	
Email:	Phone:
Make check payable to: “Northwest Decorative Artists, Inc.”	
Mail to: Dawn Cutler, 27709 NE 35th St., Redmond WA 98053	

## More Upcoming NWDA Events—Mark Your Calendars!!

**NWDA November 17 Paint-In  
with Mary Ann Campbell and  
Judy Fischer ... painting starts  
at noon after the meeting.**

### Upcoming classes sponsored by Tugboat and Raindrop Chapters

#### **Tugboat Chapter**

November 19—Santa Seminar with Judy  
Westegaard-Jenkins  
Check the website for more information.  
[www.tugboattolers.org](http://www.tugboattolers.org)

#### **Raindrop Chapter**

November 5—Maxine Thomas  
Check the website for more information.  
[www.portlandraindrops.org](http://www.portlandraindrops.org)



**Board Recommendation 1 — Record Retention Policy —  
Vote at September General Meeting**

**Board Recommendation 2— Gift Acceptance Policy—  
Vote at September General Meeting**

**Board Recommendation 3—Strategic Planning Committee Report  
Vote at September General Meeting**

**Board Recommendation 4—Standing Rules Revision—  
Vote at September General Meeting**

Copies of all Board Recommendations are included with the Newsletter. Please review before the meeting as we will be voting on them. Thank you

**Committee Reports**

**Education Committee—Dawn Cutler**

Lynne Andrews’ seminar is still open for registration, class is September 24, 2022. We have a good group signed up and it should be a fun class. We also have been busy planning 2023 seminars and first up is Paulette DiGesare in January. Last year was so much fun painting her St. Nicholas that we decided to ask her back. Also we have Maxine Thomas scheduled in March and Prudy Vannier in September. To get the “Chapter Member” prices, please remember to renew membership **before** you sign up for the 2023 classes.

**Door Prizes—Liz Carlson**



***The door prize is back!!***

Congratulations to Karla Linder—winner of the July meeting door prize! All members attending the Zoom meeting will have their name put on the magic Door Prize wheel. The winner will be drawn at the end of the meeting before the paint-in begins. The winner must be present and will have their choice of a \$25 eGift card or \$25 off a NWDA sponsored seminar.

**Sunshine—Rose Frank**

***The door prize is back!!***

Congratulations to Karla Linder—winner of the July meeting door prize! All members attending the Zoom meeting will have their name put on the magic Door Prize wheel. The winner will be drawn at the end of the meeting before the paint-in begins. The winner must be present and will have their choice of a \$25 eGift card or \$25 off a NWDA sponsored seminar.

## Committee Reports (continued)

### Treasure Boxes—Joy Halladay

Hi everyone. I hope you have had a good summer. I have enjoyed our zoom classes.

I have 13 painted boxes all ready to go to the hospital. I would like to have some more before the weather gets bad. They are going to Eastern Wash. Thanks to Judy, Rose, MaryAnne, and Janie.

For new members and those that don't know what the boxes are, let me tell you. We buy the paper boxes from JoAnne's, Michel's, or Hobby Lobby. The ones that look something on like a shoebox. We paint them with cute Children pictures. You can find patterns on our website—[www.nwdeocrativeartists.org](http://www.nwdeocrativeartists.org)—click on Links and you'll find Treasure Box patterns. You can also use a pattern of your choice but none with copy rights like Disney, etc.

Painted boxes must be varnished before taking them to Joy (contact information below). Joy takes them to the Nile Golf Course whose members transport them to their hospital in Eastern Washington.

The children choose a box they'd like and keep the treasures they receive while in the hospital. They take the box home when they are released.

Let me know when you have finished boxes and we will figure how to get them to me.

I am hoping to send pictures to National sometime this year.

If you call me, please let me know who you are. If I don't recognize, it becomes spam. If you have an unpublished phone number, you'll need to unblock it before calling her.

Joy Halladay Ph (425) 776-4833  
23902 59th Pl. W.

**Challenge  
Yourself!**

Judy, Mary Ann, Janie and Nancy are challenging other chapter members to see who can paint the most treasure boxes by the November 19 meeting. Please send your pictures to Nancy at [nwdecoartistsnews@gmail.com](mailto:nwdecoartistsnews@gmail.com) to include in the November newsletter.



## Committee Reports (continued)

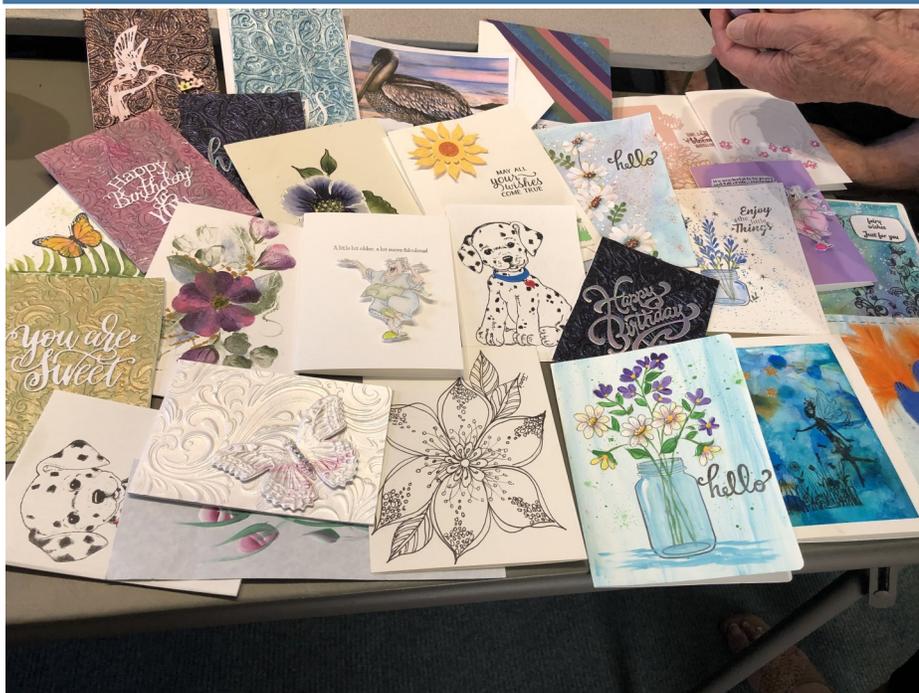
### Treasure Boxes—Joy Halladay (continued)

Treasure Box Pictures (continued)



Several of our members are supporting an assisted living facility by supplying them with cards and decorations for their rooms. The focus is to bring joy and sunshine into their lives. Janie, Judy, Rose and Mary Ann.

Below are some of the beautiful cards the group has made and donated.



# Membership

## Sunshine



A Get Well Card was sent to Janie Sevela

*If you know of a Chapter member in need of "Sun-shine," please be sure to contact our Sunshine Chair, Rose Frank (253.854.5768) or [rocknrrr@comcast.net](mailto:rocknrrr@comcast.net) so we July send cards and share the information with the other NWDA members. Thank you*

**Please note:** The new meeting dates for General meetings are now the 3rd Saturday of the month and start at 10 AM. Doors (for in-person meetings) will open at 9:30 AM and for electronic meetings, you can enter the meeting room at 9:45 AM.



## Welcome

*A Warm Welcome to Debbie Gill*

## HAPPY BIRTHDAY



September			
Susan	Treiber	Sept	2
Carol	Bridegroom	Sept	3
Beverly	Starbuck	Sept	4
Debbie	Suenram	Sept	17
Jo Ann	Smith	Sept	20
Sandra	Phillips	Sept	29
October			
Nancy	Voyce	Oct	20
November			
Mary Ann	Campbell	Nov	2
Nancy	Welch	Nov	3
Claudia	Hancock	Nov	6
Monica	Bayness	Nov	22
Sue	Holmes	Nov	26
Lucille	Rhodes	Nov	28

# Officer Qualifications and Duties

## Qualifications

All nominees for office must be members in good standing of Northwest Decorative Artists and The Society of Decorative Painters (SDP) for the preceding 24 months.

The Vice President (or President Elect in the absence of a Vice President) must have prior Board experience with a SDP Chapter.

A NW Decorative Artist board nominee may serve on another chapter's board in the same year as long as it is not in the same position (Example: A NWDA board Membership Secretary may not be a Membership Secretary of another chapter but could be president of that chapter).

A resume of each nominated officer shall be obtained by the nominating committee and provided to the newsletter

## Duties (as listed in the Bylaws)

### **Article X — Duties of the Officers**

**Sec. 1....** The President shall:

- a. preside at all General and Executive Board meetings of the organization.
- b. call special meetings of the organization and Executive Board.
- c.
  1. appoint the Newsletter Editor, Historian, and Ethics Committee
  2. appoint the Convention Chair with board approval (voted on and in minutes)
  3. in November appoint the Financial Agent with board approval – (voted on and in minutes)
  4. starting in December, the president- elect for the upcoming year solicits volunteers to chair the remaining standing committees. This does not apply to the nominating committee.
- d. Make provision for the temporary performance of necessary duties of absent members and officers.
- e. assure that the Bylaws and working rules of the organization are enforced.
- f. vote only in case of tie.
- g. Arrange for an internal review of our financial records by member(s) at the end of each year we do not have a Convention. Arrange for an external audit of our financial reports by a non-member at the end of each year we have a Convention. The president will coordinate with the Financial Agent and Treasurer as to the extent of and timing of the reviews.
- h. review and sign vouchers of expenses.
- i. sign checks in the absence of the treasurer.
- j. perform such other duties as belong to the office.
- k. act as ex-officio of all committees except the Nominating Committee.

**Sec. 2....** The Vice President shall:

- a. be an automatic President-elect.
- b. perform the duties of the President in the absence of that officer.
- c. arrange workshops, demos, and other educational or program events for the membership.
- d. perform the scheduling of all the organization's social activities.
- e. attend Executive Board meetings (as a voting member) and attend general meetings.

**Sec. 3....** The Recording Secretary shall:

- a. keep a record of the proceedings of all official meetings.
- b. keep a list of motions made and passed at meetings that would affect current and future activities.
- c. record that a quorum was present at the meeting.
- d. conduct correspondence.
- e. have copies of the General Meeting minutes printed in the newsletter prior to each meeting.
- f. provide copies of the previous board minutes at the current board meeting.
- g. attend Executive Board meetings (as a voting member) and attend general meetings

(continued page 14 )

## Duties (as listed in the Bylaws) continued

**Sec. 4....** The Treasurer shall:

- a. maintain a checking account for the organization with both the Treasurer and President having signature authority. Checks for reimbursement to either the President or Treasurer for must be signed by the other officer.
- b. with oversight of the financial agent, maintain PayPal account and determine fees charged to the members based on PayPal's fees to NWDA.
- c. receive all bills of this organization for approval and prompt payment.
- d. keep financial records for the Calendar Year.
- e. present a current report (assets, revenue, expenses) for members of the organization and Executive Board to be printed in the newsletter prior to the general meeting or distributed to all members via email/mail prior to the meeting.
- f. along with the Financial Secretary and with input from each current committee chair prepare a budget and present it at the December Executive Board meeting.
- g. have the Treasurer's books ready for the following year review.
- h. conduct the business meeting of the organization in the absence of the President and Vice-President.
- i. present expense vouchers to President for review and signature.
- j. Attend Executive Board meetings (as a voting member) and attend general meetings.

**Sec. 5....** The Financial Secretary shall:

- a. receive, record, and deposit all incoming money of the organization.
- b. along with the Treasurer and with input from each current committee chair, prepare a budget and present it at the December Executive Board meeting.
- c. have the Financial Secretary's records ready for review by the appointed auditor in January.
- d. conduct the business meeting of the organization in the absence of the President, Vice President, and Treasurer.
- e. Attend Executive Board meetings
- f. (as a voting member) and attend general meetings.

**Sec. 6....** The Membership Secretary shall:

- a. maintain files of membership.
- b. confirm that all members are members in good standing of SDP.
- c. collect dues, write receipts, and turn these monies over to the Financial Secretary.
- d. submit membership renewal notices to Newsletter Editor for publication.
- e. issue membership cards to all members each year.
- f. provide new members with a set of Bylaws.
- g. submit a list of new members to the Newsletter Editor.
- h. coordinate preparation and publication of current directory to be distributed to all members each year, around the time of the March meeting.
- i. The directory may be sent electronically where appropriate. The membership directory should also be placed on the website under Members Only section.
- j. have all persons attending in-person general meetings sign an attendance sheet, keeping members separate from guests. If the general meeting is a live electronic event, the Membership Secretary/Membership Secretary Assistant will verify the attendees and guests.
- k. Attend Executive Board meetings (as a voting member) and attend general meetings.

**Sec. 7....** The Membership Secretary Assistant shall:

- a. perform in the absence of the Membership Secretary.
- b. assist the Membership Secretary in their duties.
- c. Attend Executive Board meetings (as a voting member) and attend general meetings.

# Minutes

## NW DECORATIVE ARTISTS GENERAL MEETING

Date: July 16th, 2022

Time: 10:00

Susan Treiber, President; Dawn Cutler, Recording Secretary; Monica Bayness, Treasurer; Cheryl Smith, Financial Secretary; Mary Ann Campbell, Membership; Diane Caldwell, Membership Assistant; Newsletter Editor Nancy Welch; Sunshine, Rose Frank; Janie Sevela, Sue Holmes, Judy Fischer, Mary Ellerman, Liz Carlson, Kim Falk, Lucille Rhodes, Marjean Krupp, Karla Linder

Meeting Opened: 10:00 AM

Quorum: We have a quorum. (requires 9 members)

Old Business:

May 2022 General Meeting Minutes: Motion to accept minutes as published in the newsletter: MaryAnn Campbell, Nancy Welch seconded, minutes approved.

Treasurer report in newsletter. Motion to accept as published: Nancy Welch, Diane Caldwell 2nd Motion, report approved.

Education chair report – Dawn Cutler reported that the Lynne Andrews workshop is open for registration to members and there are 14 signed up so far. Nonmember registration will open August 1<sup>st</sup>. Teachers for 2023 seminars are being scheduled, we have Paulette DeGisare in January and Maxine Thomas in March. Currently we are working on signing up Prudy Vannier for a class.

Membership – MaryAnn Campbell reported a new member, Camille McDaniel. We currently have 47 members for 2022.

Newsletter – Nancy Welch reported the deadline for the next newsletter is August 21<sup>st</sup>.

Paint In's – Monica Bayness reported that Kim Falk will be teaching today, Holly McDonald in September, Judy and MaryAnn will co-teach in November. Looking for volunteers to teach 2023 after meeting project.

Treasure Boxes – Susan reported for Joy, that 20 boxes were sent to Shriner's this year and more are needed. It was asked if memory boxes were the same as treasure boxes. It was explained that memory boxes were for mothers that lost a baby and they would put keepsakes in them. The chapter currently does treasure boxes for the Shriner's Hospital children. Mary went into the background of the hospital and that the boxes were very much appreciated. Judy said that several members want to challenge the chapter to paint several by the November meeting. Hobby Lobby has the best price for the boxes at \$3.00. As a reminder please do not paint copywrite designs on the boxes. Our website has several free patterns to download that can be used. When Joy receives the boxes she will put in a label that has NWDA info on it.

Sunshine – Rose reported that she sent a card to Jean Shoemaker's family. Five people from the chapter attended the memorial.

Holiday Bazaar – motion for a vote by Rose, 2<sup>nd</sup> by Nancy. The chapter decided to pass on the bazaar this year.

## Minutes (continued)

Nominating comm – MaryAnn Campbell is the carry over volunteer and Karla Linder volunteered. A third member is requested but no one volunteered. Rose Frank made a motion that we go ahead with only two persons on the nomination committee this time and approve Mary Ann Campbell and Karla Linder. Nancy Welch seconded the motion. All were in favor and the motion passed.

Bylaws – Question was asked by Sue H. about the convention mentioned, if we need that anymore. It was discussed that it's better to keep it in for any future options such as a Zoom mini convention. Liz made a motion to accept the Bylaws revisions as published in the newsletter MaryAnn 2<sup>nd</sup>, passed.

Standing Rules – still in review and will be chaired by Monica.

Show and Tell – a few members showed the Nancy Scott seminar project “Bringing Home the Tree” as well as a few others project were shown. Judy showed us a painting technique she is using on cards.

Raffle – Liz used a spinning wheel computer program with all the attending members and Karla Linda won. The prize was either a \$25 gift card of their choice or \$25 off an upcoming seminar. Karla picked the \$25 off a future seminar.

Meeting Adjournment: motion made by MaryAnn, 2<sup>nd</sup> by Mary. Meeting ended at 11:01.



June - August 2022

## NWDA - KEY BANK CHECKING

DATE	TRANSACTION		DEPARTMENT	REASON
	<b>Beginning Balance</b>	<b>\$19,752.27</b>		
22-Jun	Extra Space Storage	(\$167.00)	General	Storage Unit
22-Jun	Nancy Scott	(\$250.00)	Education	Nancy Scott Payment
27-Jun	Gift from Key Bank	\$400.00	General	Promotional Bonus
15-Jul	Maxine Thomas	(\$150.00)	Education	Deposit for 2023 Seminar
20-Jul	Deposit	\$75.00	Education	Lynne Andrews Seminar
20-Jul	Extra Space Storage	(\$167.00)	General	Storage Unit
21-Jul	#1003 Kim Falk	(\$150.00)	VP	After Meeting Class
9-Aug	Deposit	\$50.00	Education	Lynne Andrews Seminar
15-Aug	#1004 Rose Frank	(\$6.60)	Treasure Box	Reimbursement for purchase
22-Aug	Extra Space Storage	(\$167.00)	General	Storage Unit
	<b>Current Balance</b>	<b>\$19,219.67</b>		
	TOTAL EXPENSE	(\$1,057.60)	TOTAL INCOME	\$525.00

## NWDA - KEY BANK SAVINGS

	<b>Current Balance</b>	<b>\$ 18,952.60</b>
30-Jun	Interest Earned	0.21
29-Jul	Interest Earned	0.16
	<b>Current Balance</b>	<b>\$ 18,952.97</b>

## SOUND CREDIT UNION

**CHECKING BALANCE** \$ 2,126.13

NO ACTIVITY

## PAY PAL

**CURRENT BALANCE** \$ 1,031.71

SEMINAR AND CLASS INCOME

NOTES:

2020 Shut us down from what we were used to and nearly shut us down completely. If it were not for the diligence and may I say stubbornness of a few die hard members, we may not even be here to discuss this audit.

That being said, please note that these few things are simply reminders as I know that they were being done and we are getting back there, but we will do best not to forget that the little things do matter.

Paperwork is important. You may 'Know It' or 'Know About It' but your predecessor won't. Leave them instructions or a paper trail to follow. Keep them together in a file, paper or digital. There are enough of us around to help if you are digital and the next one needs paper or visa versa. Flash drives should be as much a staple as the Notebooks.

We have a process, a chain of command. Use it. Stay on top of things.

That's about it. Some things are not easily checked as the paperwork is not available to be reviewed.

A handwritten signature in cursive script that reads "Monica Bayuss".

Respectfully Submitted

8/11/2022

# 2021 AUDIT RESULTS

## INCOME

<b>CD INTEREST</b>	\$	131.17
<b>SAVINGS INTEREST</b>	\$	7.19
<b>MEMBERSHIP DUES</b>	\$	907.57
<b>SEMINAR INCOME:</b>		
DEB ANTONICK	\$	645.00
LISBETH STULL	\$	874.53
LYDIA STEEVES	\$	718.55
PAULETTE DIGESARE	\$	1,639.50

reduced rate for correction due to bank error in giving us the wrong account number in the first place - sound credit union

Increase due to higher membership

Kim has not been reimbursed for over 5 years for the filings with the state and she is now caught up

\$ 4,923.51

**YEAR END TOTAL**

## EXPENSE

<b>WEBSITE:</b>		
Wix - 2 Year	\$	(379.32)
Zoom - 1 Year	\$	(165.26)
<b>SEMINAR EXPENSE:</b>		
DEB ANTONICK	\$	(735.00)
LISBETH STULL	\$	(500.00)
LYDIA STEEVES	\$	(575.00)
PAULETTE D.	\$	(50.00) deposit
NANCY SCOTT	\$	(100.00) deposit
<b>EDUCATION / TEACHER FEE:</b>		
MONICA BAYNESS	\$	(150.00) NOV CLASS
<b>STORAGE RENT:</b>		
STORAGE UNIT	\$	(1,542.00)
<b>NEWSLETTER:</b>		
PRINTING	\$	(23.81)
POSTAGE	\$	(54.85)
<b>SDP FEES:</b>		
CHAPTER FEES	\$	(38.90)
<b>SUNSHINE:</b>		
CARDS / ENV.	\$	(24.28)
STAMPS	\$	(11.60)
STAMPS	\$	(11.60)
<b>TREASURER:</b>		
NEW CHECKS	\$	(67.01)
CHECK REDO	\$	(23.55)
BANK STAMP	\$	(20.51)
<b>INSURANCE / LEGAL FEES:</b>		
INSURANCE	\$	(58.00) FOR 2020
INSURANCE	\$	(78.00) FOR 2021
CORP RENEWAL	\$	(12.00)
KNUTSEN/FALK	\$	(300.14)
KNUTSEN/FALK	\$	(308.32)
		\$ (5,229.15)

**\$ (305.64)**

*\*Note that the PayPal fees increased mid year, however we still made profit on all but one seminar.*

## 2021 Seminars

Seminar was originally thought to be \$30 per person, but since we wanted it recorded it was \$35. Chapter paid the overage.

<b>Deb Antonick</b>		
Total Income	\$	645.00
Total Expense	\$	(735.00) to Teacher
Total Loss	\$	(90.00)

15 Members	12 Non Members		
<b>Lisbeth Stull</b>			
Total Cash Income	\$	75.00	
Total PP Income	\$	799.53	after fees
Class Deposit	\$	(200.00)	to Teacher
Class Fee	\$	(300.00)	to Teacher
Total Profit	\$	374.53	

7 members	15 Non Members		
<b>Lydia Steeves</b>			
Total Cash Income	\$	25.00	
Total PP Income	\$	693.55	after fees
Class Deposit	\$	(100.00)	to Teacher
Class Fee	\$	(425.00)	to Teacher
Class Fee	\$	(25.00)	to Teacher
Class Fee	\$	(25.00)	to Teacher
Total Profit	\$	143.55	

Monies collected in 2021 are actually for 2022 Seminar, however we need to account for them in the year they were deposited into the bank. The expense will be shown on the 2022 expense sheet, but the income will not.

25 members	25 Non Members		
<b>Paulette DiGesare</b>			
Total Cash Income	\$	150.00	
Total PP Income	\$	1,489.50	after fees
Class Deposit	\$	(50.00)	to Teacher
Total Expense	\$	(640.00)	to Teacher
Total Profit	\$	949.50	

\*INFORMATION ON PAULETTE WILL ALSO GO INTO 2022

*Monies collected via PayPal had to be deposited by end of year for accounting purposes as we were working on switching banks and PayPal accounts.*