

## **Minutes of Alliance BOD Meeting 03/12/2014**

Meeting commenced at 10:00 am, 03/12/14 at Associated Bank, West Mason St., Green Bay WI.  
Present: CBO Heather Haluska, Director's Steve Stengel, Mike R.J. Nielsen, and Janis Lortz.

### **CBO HALUSKA:**

CBO Haluska reported on Workman's Comp and presented and discussed our profit and loss statement and the balance sheet.

### **ISSUES BROUGHT FROM IA MEMBERS:**

Issues brought to a couple of Alliance directors by a few IATSE members regarding the departure of Dave Parpovich were discussed. After Directors Lortz and Stengel were brought up to date on what actually happened, it was decided that we would not mention anything to the general membership unless and until someone formally calls a special meeting.

### **OFFICE MOBILITY AND SECURITY:**

Office mobility and security issues were discussed. CBO Haluska explained her procedures when the office goes mobile. The BOD is confident that personal security is not being compromised. CBO Haluska will type up the procedures she follows to include in a newsletter. The hacking of the email account was found to be a non-issue because the same thing happened to many companies and we have found that no personal information was lost with this invasion.

### **EXTERNAL AUDIT:**

Having an external audit done was discussed. Alliance by-laws state that an external audit is to be done annually but we have found that few CPA firms will agree to do these for such a small company that are not cost prohibitive. Director Nielsen will look for a firm that will do an audit for us at a reasonable cost. CBO Haluska brought up the fact that the accountant who does our taxes generally does this each year when taxes are done because the books get completely reviewed at that time. There have been no egregious errors found. We discussed changing the by-laws to state that an audit would be done every 4-5 years but no vote was taken.

### **BACK-UP TRAINING:**

CBO Haluska reported on the training of Director Lortz. It's going well. Director Lortz is currently capable of running payroll in case of emergency or otherwise. The next areas of focus will be reports, communications with external agencies, and taxes, etc...

**WEBSITE:**

Directors Stengel and Nielsen will both look into finding someone to update, design and/or build a new website to enhance our visibility and promote our services. This will include a new logo.

**NEWSLETTER:**

Director Lortz will produce a newsletter to be approved by the BOD by the end of April 2014.

So far, topics to be included are: the website, our education policy, security and office mobility.

**EDUCATION POLICY:**

Discussed and set Alliance's education policy as such:

Upon approval of the Board of Directors, Alliance Incorporated shall donate an amount not to exceed 15% of their net annual profits to I.A.T.S.E. Local 470 for the sole purpose of educational funding. This donation shall be made in one lump sum annually after Alliance's books have been closed for the previous fiscal year. I.A.T.S.E. Local 470 shall be tasked with providing Alliance Incorporated a reasonable accounting of how these funds have been used to benefit their membership.

Director Lortz asks that the BOD and CBO Haluska review and/or edit or approve the above wording for the policy. Once we are in agreement, Director Lortz will prepare a final version to present to IATSE Local 470's membership at the next 470 meeting.

**NEW BANK:**

Discussed the possibility of changing banks due to dissatisfaction with services received from Associated Bank. Director Lortz and CBO Haluska are tasked with preparing a list of requirements needed and to come up with a list of questions to ask when shopping for new banking services. Once this information is compiled, Directors Lortz and Stengel will begin the process of shopping. The BOD would prefer to go with a Credit Union if there are any that can meet our requirements.

**CBO REVIEW AND/OR RAISE:**

Director Lortz asked if the BOD intended to give CBO Haluska a review and/or raise because she has occasionally mentioned it during the course of back-up training. No-one had a copy of the contract at the meeting so Director Lortz was tasked with reviewing the contract and informing CBO Haluska of the findings.

**BOD ROLES AND DUTIES:**

Briefly discussed the roles and duties for each position on the BOD.

Meeting adjourned 12:40 pm.