

**Finance and By-Laws Meeting  
(August 30, 2021—10 a.m.)**

In attendance:

Committee Chairperson-Deron Johnson

Treasurer/Secretary-Nan Daniels

Committee Members-Michelle Collettere, Gail Kammel and Nancy McLemore

For a portion of the meeting-President-Tammy Scott

The purpose of the meeting was to audit Local 3642's finances for the time period of March 1, 2021, through May 31, 2021. The previous months of the fiscal year had been audited by an accountant and we were advised we were responsible for auditing the three months that directly following the officers' election. We will audit June 1 through September 30, 2021 next month.

There were a few clerical errors that were easily corrected with the applicable paperwork. One clerical error was with the company that handles our payroll. It was on paper with no error in accounting for money. Our Treasurer, Nan Daniels, will contact the company for correction within our accounting system. Both the payroll and expenditures were accounted for and matched the numbers in our bank account.

Michelle Collettere suggested we have more specific and descriptive categories on the banking statement to make it easier to look up what each check and cost in our banking represented. We will be working on this going forward.

Although, we had planned to do this as a separate meeting, we were able to begin planning for our new fiscal year budget which runs October 1, 2021-September 30, 2022. We were able to get about 75% of it finished.

We discussed adjusting budget costs due to the CWA National Convention being canceled in October—now a Zoom Meeting event--as well as sending two officers to Officer Training School in November. We're working on budgeting for two member appreciation events in the upcoming fiscal year as well as another national even in March—We'll have to wait and see if this will be held as an in-person event or virtual.

Based on current membership dues payments and estimated income we estimated Local 3642's income for the upcoming fiscal year. We agreed to meet withing the next seven to 10 days to finalize the budget.