

## **CWA Local 3642 Finance and By-Laws Committee Meeting Minutes**

September 5, 2023

The meeting was called to order at 9:15 a.m.

Those in Attendance: Finance and By-Laws Committee members Samantha Quarless-Ruiz, Ed Schafer, Michelle Collette, Nan Daniels (Local 3642 Secretary/Treasurer) and Deron Johnson (Local 3642 Executive Vice President).

The meeting was held to formulate a six-month budget for Local 3642 for the new fiscal year beginning October 1, 2023. The committee was also auditing June, July and August vouchers and expenses. Nan Daniels explained that we were budgeting for six months only due to income and expenses possibly changing if a contract were to be signed during that time period. She presented a budget packet that showed exactly what the Local has spent for the past six months and the year, along with how the money was used. It explained what percentages of each category of expenditure remained to be utilized. Nan asked the committee members to look through the packets to see where more or less money might be allocated for the next budget. The committee discussed upcoming CWA required events such as conventions.

The Finance and By-Laws committee members voted on whether to accept the budget for October 1, 2023-March 31, 2024. Samantha was first to give approval and Ed seconded. The budget will be presented for approval to the members at our membership meeting on September 12, 2023 at 10 a.m.

The next task on the agenda was to audit and reconcile all Local 3642 vouchers and expenditures from June, July and August of 2023. The members went through all vouchers, Wells Fargo and AAFCU account statements, examining them to make sure all monies were accounted for and reconciled correctly. There were two deposits, one from CWA National for dues and an interest earned deposit from Wells Fargo, that required vouchers to be completed. All other transactions were accounted for and in order.