

**Girl Scout Alumnae Northern California—San Francisco Bay Area
Steering Committee Meeting Minutes
Conference Call
December 4, 2019 6:30-7:20pm**

respectfully submitted by Secretary, Barb Scheifler

Welcome/Thank You: Patti Fiske, chair, gathered us on the conference call and we introduced ourselves.

Who is the Steering Committee:

Chair	Patti Fiske
Vice Chair	Amy Bowers
Secretary	Barb Scheifler
Treasurer	Carol McMillan
Last Retiring Chair	Vorissa Henderson (<i>absent</i>)
Council Liaison	Amy Burke (Dodd) (<i>absent</i>)
Members-at-Large	Kindra Mendall Marcia McGallian (<i>absent</i>) Michelle Luster Teresa Klein (<i>absent</i>)

Our Vision: (Patti) We've been working on/plan to work on: developing accessible and organized information as well as clear guidelines, to create consistency and organization within GSA.

Operating Guidelines Update (Amy):

Guideline Editing Committee: Carol McMillan, Amy Bowers & Michelle Luster, reviewed by Patti Fiske

Edits update; clarifies & simplifies existing guidelines. Moves volunteer guidelines to a separate document. Edits available to all members 4 weeks prior to mid-year meeting (MYM) for review (beginning February 16, 2020). Members will have 2 weeks to provide comments, suggestions, questions to this committee (by March 1, 2020). Additional major changes will be distributed prior to MYM, if applicable. Minor changes/typos can be discussed briefly during the MYM. Voting will commence during the MYM.

Introduction of Volunteer Position Guidelines (Amy):

Separated from Operating Guidelines to provide a basic volunteer description, detailing function and expectation n while creating consistency in each role. Helpful for Nominations to build context when discussing roles with new nominees. Working with Council Liaison to obtain similar volunteer descriptions.

Positions: officers, historian, newsletter editor, database coordinator.

Michelle—little descriptions now exist for these roles

Patti—i.e. Women's Weekend, Discoveree, Holiday Extravaganza

Kindra—maybe need new jobs

Amy—descriptions can be shared on our website

Financial Forms (Amy):

Reimbursement Form (RF) to accurately track reimbursements and spending. The form can also be used as a check request (*see form attached*).

Event Budgeting Form will be implemented in the future after edited guidelines are voted in. However we encourage using it now to help us better underwent event finances.

Carol—Reimbursement Form used at Holiday Extravaganza and was well liked. Up to now, I have no records of various expenses. We have 2 debit cards—Martha Bratton and Carol. Registrar for event make deposits not treasurer.

Kindra—My troops all deposit themselves not the treasurer.

Michelle—Only 1 debit card should be out there.

Carol—But Martha makes many purchases. I could write Martha a check. I'm ok with multiple debit cards but I need receipts. Many emails fly (up to 10) per transaction.

Amy—Should use RF every time. Also look at event budgeting.

Carol—We currently have \$24,430 in our only account (checking). Received pushback on using Event Budgeting Form.

Michelle—GSA must abide by GS rules re: budgets.

Kindra—Does GSA have annual budget?

Review of Outstanding Actions/Business (Patti/Amy):

There have been some previous suggestions for how we can support our GS community but we can't see that any actions have been taken.

Coffeepot & Microwave for Bothin (*WW18 meeting*)

Donations to Hayward Cabin for Security and Lights (*Barb*),
contacting Rebuilding together (*Michelle*) (*MYM March, 3, 2019*)

Hidden Falls \$1500 (*Teresa*) (*MYM March 3, 2019*)

Recommend we solicit from the general membership suggestions in advance of our MYM, so we can vote on these and take appropriate action.

Kindra—Ask in newsletter for ideas for donations with budget, point person, timeline.

Carol—Proposal form to be developed

Amy—Set up a committee to produce spending form.

Kindra—Will design a form for suggested spending or purchase from GSA account. To be brought to Steering Committee for review. Then form can be published in the newsletter and submissions reviewed by the Spending Committee.

Carol, Michelle and Kindra volunteered to be on the Spending Committee.

Dates to Remember (Patti):

Spring Steering Committee Meeting

date: Sunday, February 16, 2020

place: Michelle Luster's home
224 Glenwood Glade, Oakland
(650) 315-9070

time: 12:30 bringing bag lunch

Mid-Year Meeting

date: Saturday, March 15, 2020

time: 12noon Potluck

place: Hayward Cabin

24176 Mission Blvd. Hayward
<https://haywardgscabin.weebly.com/contact.html>

Any Other Business:

Kindra—Our database needs updating

Carol—Directory printed every 2 years; next one in 2020. Add camp name to people and need to have a photo.

Kindra—Normandie Ross updates online directory.

Carol—Kindra, our website looks wonderful.

Kindra—
Thanks!!!



**Girl Scout Alumnae
of Northern California
San Francisco Bay Area**

Expense/Reimbursement Request Form Date _____

(Includes debit charge)

Name _____

Address _____

Phone _____

Email _____ Camp Name _____
(if applicable)

Name of Event _____

List of items and price to be reimbursed. Please attach receipts with prices circled.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenses \$ _____

Budget amount \$ _____

Advancement \$ _____

Amount to be reimbursed \$ _____

NOTES:

GSA Treasurer: Carol McMillan
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510 223-3052 (no text), CarolSMcMillan@yahoo.com

Reimbursement-FORM_Dec2019.doc