

Committee Name: Finance Committee

Committee Chair: Jeanne Ensign

Vice Chair: Laszlo Eger

Minutes recorded by: Jeanne Ensign

Date of meeting: Sept. 4, 2014

Number of committee members present: 14

Absent: 2

Number of others present: 3

Committee members present: Jeanne Ensign (Chair), Laszlo Eger (Vice-Chair), Ralph Davis, Elyce Dilworth, Phil Dodson (Treasurer, ex-officio), Betsy Durrant, Don Gilchrist, Peter Guadagni, Lucy Johnson, Susan Kuhlman (CFO, ex-officio), Homer Lane, Sarah Welch and Laura Winslow.

Others present: Nadine Day (President USMS), Rob Butcher (Executive Director, USMS), Ed Coates (Chair of Comp & Benefits Committee)

Minutes

The telephone conference meeting was called to order at 8:00 pm EDT for the purpose of continuing review of the 2015 USMS Draft Budget.

1. Ed Coates, Chair of the Comp & Benefits Committee, discussed the metrics for the change in compensation from the 2014 Forecast to 2015 Budget Draft. The change is made up of compensation and benefits for 3 new hires and includes a 3% merit increase, a bonus pool, health care increase, etc. Ed emphasized that the increases proposed are in line with what is currently seen in similar organizations.

The hiring of an additional in-house IT person, versus outsourcing, was questioned. Rob responded that in view of in-house registration and other tasks, the recommendation of the IT Committee was to have 3 in-house positions.

2. National Office Expansion – In line with the recommendation of the HQ Task Force (Ralph Davis, Chair) to the BOD on May 19th, additional office space will be leased to cover expansion of the National Office. Ralph indicated that we currently have an exceptionally good deal, paying about \$8 per sq.ft. or \$14K per year. We expect to keep this space and get another location for expansion – estimated cost of new location \$20-25 per sq. ft.
3. Chair indicated that she received comments from some FC members requesting discussion of acceleration of 2016 expenses into 2015.

FC confirmed that in view of USMS reserves of \$2.4 million and the overall financial health of the organization, there is little concern about financial risk to the organization with the proposed spending level. Some individuals expressed concern about the expected ‘payback’ for the accelerated spending, the lack of metrics to measure their success in the ensuing years and the impact on expenses in the coming years. Point was made that FC will be looking at that when presented with future budgets. Susan confirmed that the outlook is to return in 2016 to the spending levels indicated in the 5-year plan presented last year, and USMS will be on track with spending.

Chair noted that she will be working with Treasurer, CFO, Executive Director and Board on finance and budget presentations.

4. The budget as discussed will be posted to the Convention area of the USMS website in the next few days.

The meeting was adjourned at 9:05 p.m. EDT. Next meeting will be on Sept. 17 at the Convention.