



12/22/20 & 12/23/20 Executive Officers Meeting

Meeting Started: 12/22/20: 10:00 am

Meeting Paused for dinner: 12/22/20: 5:30 pm

Meeting Resumed: 12/22/20: 7:00 pm

Meeting Adjourned: 12/22/20: 7:23pm

Meeting Resumed: 12/23/20: 10:30 am

Meeting Adjourned: 1:00pm

Attendees: Shukimba Carlis, Chelsea Harris, Sally Heredia, Janelle Fisher

Agenda

1. Complete 2021 Budget
2. Watch Financial Standards Code training on www.afscmetreasurer.org website
3. Order Chromebooks for Executive Board
4. Reformat 2021 Calendar
5. Create and send eblast request names for the committees
6. Submitted documents to United Business Bank
7. Reviewed mail received
8. Conference call with a member scheduled for 12/23/20 at 12:00pm
9. Set date for next executive officers meeting
10. Call the bank regarding the credit card

1. Shukimba Carlis suggests we add line items to the budget for ongoing steward training and support. This will be added to the agenda of the January executive board meeting.

2. We were unable to watch the financial standards training videos due to being unable to locate a HDMI to USB cord to mirror a laptop to the Samsung TV available.

4. Chelsea Harris reformatted and made some minor changes to the 2021 calendar for easier viewing and a date was during this meeting and requests this is added to the agenda for the January Executive board meeting to have a vote on its amendment.

5. An eblast to members requesting interest to be placed on a committee has been created and scheduled to be sent on 12/23/20 at 12:00pm.

6. Documents were submitted to United Business Bank to obtain access to online banking
7. A request for reimbursement was received that is more than 90 days old via mail. The expense reimbursement form is missing. Sally Heredia will be mailing said form along with documents the member sent back to him for completion. After all paperwork is received, it will be presented at the next board to obtain approval for late reimbursement.
8. The member was called and Shukimba Carlis and Sally Heredia spoke with her regarding her alleged wrongful termination.
3. Chelsea Harris ordered 20 chromo books for the executive board members on 12/23/20
9. Date for the next executive officer's meeting has been set for January 23 and January 24
10. Sally Heredia and Shukimba Carlis called the bank regarding the credit card