

Committee Name:	Finance Committee	Session #:	
Committee Chair:	Jeanne Ensign	Vice Chair:	Harry Greenfield
Minutes recorded by:	Jeanne Ensign	Date/time of meeting:	September 1, 2016

Motions Passed:

1. **MSA to accept the staffing and payroll assumptions recommended by the National Office in the draft annual operating budget, and as described by Ed during this meeting.**

Number of Committee Members Present: 11	Absent: 3	Number of Others Present: 3
Committee Members Present: Jeanne Ensign (Chair), Tom Boak, Elyce Dilworth, Phil Dodson, Jack Groselle, Peter Guadagni, Homer Lane, Sarah Welch, Laura Winslow, Ralph Davis (Treasurer, Ex-Officio), Susan Kuhlman (CFO, Ex-Officio)		
Committee Members Absent: Jon Blank, Laszlo Eger, Harry Greenfield (V Chair)		
Others Present: Dawson Hughes (CEO), Patty Miller (President), Ed Coates (C&B Chair)		

Minutes

The conference call meeting was called to order at 7:30 pm EDT.

1. The chair welcomed committee members. This meeting is the first of two convened to discuss the 2017 draft annual operating budget submitted by the National Office. The Board of Directors approved the budget assumptions at their July meeting.
2. The chair confirmed that everyone was still planning to attend convention and arrive in time for the 4 pm meeting on Wednesday. The chair noted that Finance meeting #3 has been moved to Techwood, same day, same time – Friday 9:30-10:30.
3. The committee discussed the budgeted membership revenue, projected to increase 3%. Several members questioned whether that was unrealistic given that for much of 2016 membership growth has been flat. As of the end of August we are 2.85% ahead of last year. It is too early to know if this is timing for people that would have signed up in Sep & Oct. but given that 1) one of the vacant IT positions is being repurposed to a Sr. Membership position, 2) that the \$25k budgeted in 2016 for surveying non-members swimmers has given us market data for potential new members never before available, and 3) we had 1,700 new members register in August as a result of the August campaigns, the staff believes that 3% growth is attainable. The committee agreed to recommend as is.
4. Insurance costs are budgeted at a 3% increase over 2016 per ESIX. Susan will have the insurance quote before our meeting next week and will confirm the correct amount to include.
5. Ed Coates, Chair of Compensation and Benefits Committee (C&B), joined the call at 8 pm EDT to discuss the staffing and payroll assumptions in support of the CEO's budget recommendations. Total staff base pay budget is \$1,342, 837, a 4.09% increase over the 2016 adjusted budget (the 2016 budget was adjusted via over-budget request to upgrade the part time Staff Accountant position to full-time and replace 2 positions due to retirements). The increase is made up of a merit pool, increased salaries for replacement positions, and planned pay adjustments for staff with increasing job responsibilities. All positions for 2017 are budgeted assuming 12 months of compensation. Total proposed budget, including cash compensation, benefits and taxes, is \$1,787,052, a 3.98% increase over the 2016 adjusted budget and a 10.68% increase from the original 2016 approved budget. The number of staff positions will increase from 17.5 to 18 fulltime. Committee members asked questions about the assumptions utilized to construct the budget. Discussion followed regarding the methods, the sources of market data, and norms in the non-profit world and other industries used to arrive at the assumptions. Ed suggested he make a presentation to Finance Committee at convention much like what he gave to the Board of

Directors in February with a more detailed overview of the committee, its members, its charter, and its purpose and activities. The chair will schedule time during our Friday meeting. **MSA to accept the staffing and payroll assumptions recommended by the National Office in the draft annual operating budget, and as described by Ed during this meeting.** The vote was 5 ayes and 3 nays.

6. Topics to be discussed at the next call were brought forward.

7. The chair thanked everyone for joining the call. The next call will be Thursday, September 8th at 7:30 pm EDT.

The meeting was adjourned at 8:56 pm EDT
