

Marcys notes on FSW Secretary/Treasurer protocols (June 2025)

Every other week or so: Review new subscribers to our FSW MailChimp list (they appear at the top of our subscriber list) and archive any with suspicious email addresses (ie. ends in @gmail.com, @subscribe.services, @lastmx.com) or where the names seem weird (ie. cac cac; X X; Walmart Walmart; ID Number Order ID and etc.).

Monthly: Log on to <https://www.onpointcu.com/> and download the most recent bank statement and balance it to the checkbook. Update the checkbook register and the 2023-2025 FSW Detailed financial transactions for any recent transactions.

Quarterly:

Prior to General Membership & Board meetings:

- Update 2023-2025 FSW Detailed financial transactions spreadsheet and checkbook register to include transactions which have occurred after the last bank statement. For each meeting, I start with a copy of the Financial report prepared for the most recent meeting and move the ending balance from that meeting to the starting balance for the new report, add detail of transactions and provide the most current account balances. For the General Membership report, I include all transactions since the last General Membership meeting. For Board reports, I include only transactions since the most recent meeting's financial report (Board or General Membership, assuming Board Members attended the last General Membership meeting or received links to those reports). At Rob's suggestion, I've been including a screen print of the last bank statement's summary balances at the bottom of the financial reports.
- Provide Rob with a link to the financial report for the upcoming meeting or add the link to the document directly on the Google Drive Draft Agenda.

Attend General Membership & Board meetings and record Zoom meetings to facilitate preparation of meeting minutes. Distribute draft minutes documents to the Chair (Rob) and Vice Chair (Marcia) for review/editing. I generally prepare the draft minutes in Microsoft Word and then upload the Word document and a .pdf version to Google Drive and email links to the Word documents as well as attaching copies of the .pdf versions. Incorporate any feedback received.

After draft meeting agendas and minutes have been approved, I rename the .pdf document version to remove the "Draft" designation and remove "DRAFT" from the document heading then print to .pdf and save to my local machine then upload the document to the *Finalized Agendas and Minutes folder* on Google drive and send an email to Carl@NWNW.org with links to the finalized versions so that these documents can be archived on the District 4 Coalition server, copying Rob & Marcia. Generally, I then delete the previous meeting's draft

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agenda and minutes documents at this time, leaving the latest draft copies so that they can be used as a starting point for the next meeting.