

MACES Meeting Minutes – 7/30/10

Present: Diane Parfitt and Kristin Smiley / **Absent:** Mary Anderson

1. Discussed problems the treasurer encountered while attempting to open new MACES bank account (i.e., Tax ID # unknown, no identification of names that can sign for the account, and no articles of incorporation paperwork to provide the bank).
 - a. We have now obtained our Tax ID #: 23-7109669 (tax exempt state and federal)
 - b. Resolved: Treasurer, Kristin Smiley and MACES co-president, Diane Parfitt, will be co-signers on the MACES bank account. Co-president, Mary Anderson, may be added at a later date.
 - c. We still need to obtain articles of incorporation – Diane will explore requirements for obtaining MACES articles of incorporation
2. MCA check to MACES for membership dues (\$15 written on June 7, 2010) will expire 60 days from date of issue. What should be done if we are still unable to open a MACES account before this check expires?
 - a. Resolved: Kristin will contact Monty Davenport, MCA Treasurer, to explain our situation and to see if another check could be reissued should it be needed.
3. Treasurer's Report – Checks on hand and ready for deposit when account is obtained:
 - a. \$11,228.81 (Dated May 5, 2010) – Kristin received this check by certified mail from prior treasurer, Colin Ward, after prior PNC/National City account was closed
 - b. \$15.00 check from MCA (dated June 7, 2010) for May membership dues
 - c. \$5.00 check from MCA (dated July 21, 2010) for June membership dues
 - d. Total assets: 11,248.81
4. Designated Responsibilities prior to next Meeting:
 - a. Diane:
 - i. explore requirements for obtaining MACES articles of incorporation
 - ii. Obtain Membership mailing list
 - iii. Explore webmaster
 - b. Mary:
 - i. Complete by-laws and mail to membership
 - c. Kristin:
 - i. Contact MCA treasurer regarding the reissue of membership payment check if needed
 - ii. Research best place(s) to put MACES money.