

SE EPPC Conference Call April 8, 2009

Participants

Chuck Barger, President
Joyce Bender, Vice-President/KY
Kristen Allen, Recording
Lee Patrick, Treasurer
Brian Bowen, NA EPPC Liaison
Karen Brown, WW editor
Alix Cleaveland, USFS Liaison
Tony Pernas, Past President
John Brubaker, NC
Nancy Loewenstein, AL
Chris Bryan, MS

Symposium Update – John

As of April 7, 47 had registered, including 6 vendors, and there was \$4,600 in contributions pledged (waiting to hear from one additional sponsor)
John has applied for \$5,700 in support from the Bunnelle Foundation but won't know about that funding until the first of May. - a long shot -
Applied for CEU's but haven't gotten the final word.
BOD meeting will be the first morning of the conference (9:00).

Budget – Lee

Went through changes in the committee report and budget for last year and this year. Both documents are attached below. Changes to the report are in red.
Have to now report advertising dollars (from WW) to the IRS. Lee will be working on that.
Do we need more in the budget for brochures and/or displays per our last meeting? Do we need to up the postage? Chuck will get costs for brochures, display and best way to ship; Karen has some info on "Banners to go"; Will send to chuck.
Karen: motion to accept
Tony: second
Unanimously accepted

National EPPC Conference-Brian

Meeting is September 15-18 In WA.
Committee from CA, WA, MT, ID to work on it;
Call for abstracts was extended through the end of April;

2010 Conference

Discussion with SAMAB;
FL was open to the idea of co-hosting; SER open to co-hosting, but wanted to do it in FL where most of their members are. They will get back in touch with Steve Brewer;

Secretary/Vice President Options

No additional suggestions

ByLaws Committee and Plant List Information

Joyce and Nancy reported that not much progress was made at this point. Nancy had begun compiling information from some states.

CWMA Committee

Chuck developed a National CWMA map; Any additional CWMA's that anyone knows about should be sent to Chuck;

Getting more board membership

Need to work on this; Karen checked with her contact and she said no way;

Green Industry Involvement

Nancy spoke with Harvey Cotton; Alix and Connie will

State Posters/Displays for SC meeting; Could have a TV with powerpoint presentations running for each state for the duration of the meeting;

Each state could stand up and give 5 minutes at the beginning of the business meeting;

SOUTHEAST EXOTIC PEST PLAN COUNCIL

BUDGET COMMITTEE REPORT

MARCH 11, 2009

BUDGET COMMITTEE MISSION:

To provide recommendations to the SEEPPC Board of Directors concerning the operating budget and budgetary procedures for the organization.

BUDGET COMMITTEE GOALS:

1. Receive budget requests from committees and state chapters and make recommendations to the SEEPPC BOD for approval of annual budgets on an agreed upon timetable / schedule.
2. Coordinate with the state Treasurers and the regional Treasurer on the financial status of each state chapter and the regional organization.
3. Disclose and make available SEEPPC financial information to members and others as needed.
4. Recommend standards for the financial structure & procedures for the annual symposium and other revenue producing projects.
5. Make financial recommendations on other specific issues as assigned by the BOD or the President.

SEEPPC BUDGET - STANDARD OPERATING PROCEDURES:

1. The SEEPPC fiscal year will be October 1 through September 30.
2. The SEEPPC Budget Committee will be made up of the President, the Treasurer, and two Presidential appointees.
3. The Treasurer will present budget reports at each quarterly meeting of the Board of Directors. The Treasurer will convene a meeting of the Budget Committee and submit a proposed budget for the upcoming fiscal year to the Board of Directors. The Treasurer will make the presentation of this proposed budget at the final quarterly meeting of the Board of Directors of the fiscal year.
4. The annual symposium, which is the primary source of revenue for the organization, will be held during the period of March through June. This will allow the BOD to know how much revenue was generated prior to the approval of the upcoming annual budget.

5. SEEPPC will maintain a 501©3 status in Tennessee with all state chapters having separate identification numbers under group exemption. New state chapters will be responsible to submit an SS-4 form to the IRS, following approval by the SEEPPC Board of Directors. Each state chapter will provide their current EIN information to the SEEPPC Treasurer for documentation purposes.
6. SEEPPC will maintain a central bank account, and will allow and encourage the establishment of state chapter bank accounts. Each state chapter will be required to submit a complete financial accounting from their chapter to the SEEPPC BOD annually for the fiscal year ending September 30th.
7. The ratio of sharing of the net revenue from the annual symposium will be 40% to the hosting state chapter and 60% to SEEPPC.
8. \$5.00 from each membership fee will “pass through” the SEEPPC budget to cover the costs of the “Wildland Weeds” publication. The SEEPPC Treasurer will invoice each state chapter following the September 30th end of the fiscal year. Payment should be received by October 20th of the new fiscal year.
9. SEEPPC encourages the development of new state chapters within the Southeast region, including the option that states may submit requests for “start up” financial assistance from SEEPPC.
10. The SEEPPC and the state chapters will make the effort to avoid duplications of expenditures and services, as sometimes may occur in organizations with a regional structure.
11. Grants exceeding \$10,000 that are applied for by state chapters will be reported to the Board of Directors for the purpose of financial transparency.

RECOMMENDED BUDGET FOR FY '08 – '09

(See spreadsheet.)

GENERAL RECOMMENDATIONS

Rather than continue to increase bank account balances, the BOD should initiate a plan to identify and fund projects and programs that will promote the mission and goals of the organization. SEEPPC will retain a financial reserve equal to at least one year's operating budget, to ensure continuation of core operations in the event of unanticipated shortfalls in projected revenue.

The BOD should initiate the development of a long-term plan to identify additional sources of revenue, and to achieve the goal of annual balanced budgets where revenues are equal to expenses. Reserves are adequate at this time to approve a budget where expenses exceed revenue, however this practice is not sustainable.

FY 07-08 SE-EPPC BUDGET

Category	Budgeted FY08	Actual	Difference	Proposed FY 2009
Accounting	\$ 750.00	\$ 947.24	\$ (197.24)	750
BOD Meeting Expenses	\$ 125.00	0	\$ 125.00	750
Sponsorship	\$ 1,000.00	\$ 1,000.00	\$ -	1000
EDDMaps	\$ 500.00	0	\$ 500.00	0
Incorporation Fee	\$ 20.00	41.85	\$ (21.85)	70
Misc	\$ -	40	\$ (40.00)	150
Newsletter Editor	\$ 4,500.00	\$ 4,500.00	\$ -	2250
Postage	\$ 50.00	0	\$ 50.00	50
Publications	\$ 300.00	\$ 1,157.26	\$ (857.26)	300
Travel	\$ 3,000.00	\$ 1,113.80	\$ 1,886.20	2000
Web	\$ 600.00	599.99	\$ 0.01	115
Wildland Weeds	\$ -	\$ -	\$ -	0
Total	\$ 10,845.00	9400.14	\$ 1,444.86	7435

FY 07-08 SE-EPPC EXPENDITURES

Date	Category	Payee	Amt
6-Nov-07	Wildland Weeds	FL EPPC	\$ 2,080.00
9-Nov-07	Newletter Editor	Brian Bowen	\$ 1,125.00
28-Jan-08	Tax Forms	Staples	\$ 27.30
4-Jan-08	Travel	Kristin Allen	\$ 248.00
8-Feb-08	Newletter Editor	Brian Bowen	\$ 1,125.00
8-Feb-08	Travel	Brian Bowen	\$ 196.35
29-Jan-08	Web Design	Chuck Bargeron	\$ 599.99
6-Mar-08	Travel	Brian Bowen	\$ 589.29

26-Mar-08	Accounting	Staples	\$ 349.59
29-Jan-08	Annual Report	TN Sec. of State	\$ 20.00
14-Apr-08	Newletter Editor	Brian Bowen	\$ 1,125.00
5-May-08	Advertising	Lang Printing	\$ 496.00
7-May-08	Advertising	Exhibit Wise	\$ 661.26
6-Jun-08	Travel	Brian Bowen	\$ 80.16
16-Jul-08	Business Registration	KY State Treasurer	\$ 40.00
28-Jul-08	Newletter Editor	Brian Bowen	\$ 1,125.00
28-Jul-08	Reim-Sec of State	Brian Bowen	\$ 21.85
12-Aug-08	Accounting	David Ellis	\$ 570.35
12-Aug-08	NAA Sponsorship	NAA	\$ 1,000.00
TOTAL			\$ 11,480.14

FY 07-08 SE-EPPC DEPOSITS

Date	Category	Payee	Amt
11/2/2007	Membership		\$ 135.00
5/16/2008	Membership		\$ 90.00
	Sponsorship	USDA FS	\$ 2,500.00
6/16/2008	Bank Reward	BofA	\$ 11.58
TOTAL FY08			\$ 2,736.58
11/18/2008	Annual Meeting	MS EPPC	\$ 8,677.60
			\$ 11,414.18

FY 08-09 SE-EPPC PROPOSED BUDGET

Category	Budgeted FY08	Actual	Difference
Accounting	\$ 750.00	\$ -	\$ 750.00
BOD Meeting Expenses	\$ 750.00	\$ 534.57	\$ 215.43
Sponsorship	\$ 1,000.00	\$ 500.00	\$ 500.00
EDDMaps	\$ -	\$ -	\$ -
Incorporation Fee	\$ 70.00	\$ 50.00	\$ 20.00
Misc	\$ 150.00	\$ -	\$ 150.00
Newsletter Editor	\$ 2,250.00	\$ 2,250.00	\$ -
Postage	\$ 50.00	\$ -	\$ 50.00
Publications	\$ 300.00	\$ -	\$ 300.00
Travel	\$ 2,000.00	\$ 497.67	\$ 1,502.33
Web	\$ 115.00	\$ 114.95	\$ 0.05
Wildland Weeds	\$ -	\$ -	\$ -
Total	\$ 7,435.00	\$ 3,947.19	\$ 3,487.81