



Board Meeting Minutes

Sep 13, 2023

Call to Order

The board meeting of Sanctuary Ski Club, an Illinois not-for-profit organization, was called to order on Wednesday, Sep 13th 2023 at 7:44 PM at Crazy Pour Sports Bar in Villa Park, IL.

Board Members Present:

Micheal Rodgers– President

Anna L. - Vice President

Andy Udelhoven – Secretary

Suzi Scott – Sergeant-at-Arms

Moiria Dwyer - Treasurer

Others Present:

Dave Shute - Trip Leader

Maureen K. - Trip Leader

Mike Riley - Trip Leader. Also audited books

Brian Bottemly - Social Chair

Mike M. - Member, former trip leader

President's Report

Micheal Rodgers presented the President's Report.

- Banquet options.



- Dave&Buster's
 - Has large private room
- Pinstripes (Lucky Strike as I keep calling it) Est. total for 120 ppl (2 apps, main, 2 desserts, 4 hour open bar Deluxe pack [house and call liq., domestic/import beer, red/white wine]) \$14,352 = club sup of \$8,352 @ \$50 pp ticket price.
 - Rule out Pinstripes due to cost
- Axe throwing (Axepllosion (Lombard) or Bull and Bear (Bloomington)) seem to be too small of venues.
- Parlay Golf and Sports Bar (Wood Dale)
- Kings in Rosemont
 - Quote does not include entertainment (bowling/billiards/etc)
 - For 120 people \$10,945
 - Pizza, food, and apps included for 2 hour time span
- Roundhouse in Aurora
 - \$9000 minimum before tax and tip
 - \$73 per person before the minimum
- The Elm in La Grange
 - Main bar and restaurant buyout
 - \$5000 minimum
 - \$15,000 minimum for the outdoor area
 - No on site entertainment
- Glendale Lakes
 - Prior vendor
 - \$7,170 for 91 people
 - Before entertainment
 - Includes service charge
 - Does not include tax
 - Includes upgraded liquor package
- Idea from Mike M
 - Utilize the putting green
 - Glowing golf balls?
 - Have a theme (70's, 80's, disco night, etc.)
 - Keep it in the same location but make it different
- Levee Karaoke in Aurora
 - \$2200 + \$1800 for both rooms for 3 hours for 120 people
 - Money goes towards bar tab
 - Food available. Will work with us on price



- Can determine song list beforehand
- Can keep rooms after 3 hours for additional fee
- Marlins
 - Prior years is was \$30 per person
 - Included food and open bar
 - Did not include tip
- Continue to pursue Glendale lakes with Mike M.'s suggestion
 - Don't call it Banquet
 - "End of Season Party" or something similar
 - Solidify the party with Glendale lakes
- Andy moves to approve Glendale Lakes if they approve the initial proposal
 - Suzi Seconds
 - Motion carries

Vice President

Anna L. presented the Vice President's Report.

- No report

Secretary's Report

Andy U. presented the Secretary's Report.

- No report

Trips

- Ralph reports
- Kickoff recap
 - Pretty successful
 - From members: In the future when we do multiple waves look at splitting them based off what trips were overlapping
 - From Mark R. - More time would be appreciated
 - From Maureen - Bigger venue would be useful so that all trips could launch at once



- From Mark R. - Would be a good idea to formally adopt Ralph R.'s suggestion to hand out numbered applications and let them fill it out elsewhere
 - Look at ways to create consistency
- Point out to members through the email blast that they can pre fill the applications
- Potentially hand out applications at the the check in table
- Trip Committee will likely want to look at ways to increase efficiency
- There was confusion over the wristband policy.
- Revisit the two wristband system. Is this providing a benefit?
 - There was approximately 35 signups for membership that night
- Ensure that some food comes out in time for trip leaders especially those in the first wave.
- Cash payments cause issues.
 - Had an instance of a person who paid cash who was on wait list
 - We took \$10,000 more in cash at kickoff this year than last year
 - Creates a danger for the treasurer carrying large amounts of cash
 - Could create some penalty for using cash
 - Potentially have security for the large amount of cash.
 - Point for discussion for next year's kickoff: Banning cash specifically at trip kickoff.
- Some members got applications from other tables and turned them in.
 - This caused issues since there were duplicate numbered applications
 - Anna L. and Dave R.'s method is a potential solution
 - Numbers applications as the members are standing in line
- From John Diebold: "I have opened this dialogue with the people at Snow River, (Indianhead) and they have offered to host a small contingent of prospective trip leaders at group rates. I would like to offer this to the membership at a meeting. I also think it would be an advantage if the club offered an added incentive to try and get a few people to go up for this. possibly \$50 per person."
 - Snowriver is overing essentially a subsidized "see and ski" trip
 - Intent is to offer this to trip leaders
 - This is remaining on the table.
 - More investigation is needed.



Treasurer's Report

Treasurer's Report

- Tax returns have been filed
- Checking account balance: \$9,785.23
- Money Market account balance: \$297,332.05
- PNC CD: 40217.92
- Payal: \$260.04

Sanctuary Audit 2021-2023 By Mike Riley

From the slides

Recommendations

Observations and Recommendations –

CR (Check Request) forms and Documentation

- A CR form should be completed for ALL payments and a board-authorized signature should be obtained even if it occurs after the payment is made
- All payments should include sufficient documentation for someone unfamiliar with the trip to validate the CR
- Some trip leaders clearly have a better understanding of what constitutes proper documentation than others – suggest that a part of a trip committee meeting be devoted to covering expectations for CR documentation

Compensation on Canceled Trips

- The Board needs a written policy covering trip leader compensation in the event a trip is canceled
- When approved, the policy must be made public
- Policy should, at a minimum, cover when compensation is awarded and what fraction of the compensation is merited.
- Policy should also cover who pays any compensation – those who signed up for the trip or all club members
- Lastly, in the event that the leader of a canceled trip is a Board member, should the CR require multiple Board members to sign off?

CR link to Contract



- It is hard to audit a trip if one doesn't have documents showing how much the club should have paid
- Few, if any, trips run on their original contract
- Updated contracts or change logs need to be submitted with CR to document the requested amount
- Trip leaders or Trip Chair needs to document why they need a check of a given amount to go to a vendor. "Please do it" is not sufficient!
- Treasurer should have a print of payment terms for each contract and flag request that don't adequately document changes in payment from the signed contract

Electronic Payments / Disposition of Purchased Goods

- Regarding electronic payments, the requestor should be required to submit a copy of their bank statement which supports that payments were made
- Example – Trip leader using Venmo or Zelle for refunds to club members rather than sending funds by CR
- Disposition of goods purchased for trip or club events needs to be documented
- Example – excess wine/beer purchased for picnic – where does it go? Is it returned for a refund or does it go on a local trip? If a local trip, should that trip pay the club for it?

Trip Leader Expectations

- All trip leaders are expected to submit payments for their trip in accordance with the trip payment schedule
- If the Board fails to enforce this, it has the appearance of preferential treatment
- Observations and Recommendations
- The number of trip spots the club is selling creates a heavy load for a volunteer Treasurer (12 trips, 351 members at trip kick off)
- Club should investigate the viability of hiring a bookkeeper to offload the Treasurer
- The Treasurer's role would become more supervisory with a greater focus on compliance (CR documentation, CR signatures, contract payments, etc.) Treasurer would still sign every check issued.
- A bookkeeper would make filling the Treasurer's position a lot easier
- Club is probably at the upper limit of the number of trips it can run without bookkeeping help
 - From Discussion:
 - Discussion for different options for reducing the workload



- Fill the finance chair
 - Has ability to sign check requests
- Possible to have a paid a paid bookkeeper to lighten load
- Discussion on the membership fee. It has been many years since it was raised.

Reviewed the Audit Findings fo Sanctuary Ski Club FYE April 30 2021

- Issues with lack of approved check requests
- Some issues with trip leaders of canceled trips receiving trip compensation and others not

Reviewed the Audit Findings fo Sanctuary Ski Club FYE April 30 2022

Reviewed the Audit Findings fo Sanctuary Ski Club FYE April 30 2023

Overview of Review:

- Similar issues found in the two other years
- Most of the issues that have been found have been caused by a lack of enforcement of internal rules for check requests
 - Board needs to be diligent on enforcing the requirements for proof for check requests
- Need to start to try to find a volunteer for the finance chair (book-keeping)
 - If this appears unviable explore professional bookkeeping

Social Chair:

- Bar of the month Sept. Sat. Sep. 23 Glendale Heights Oktoberfest
- Bar of the month Oct. Sat. Oct. 15 at Off-Broadway in Brookfield
- Bar of the month Nov & Dec. WIP
- Pre-trip Bar of the month for Snowmass (Dec.) and Utah WIP
- Brian is working with trip leaders to schedule their Bar of the month

Sergeant-at-Arms' Report

Suzi Scott Presented the Sergeant-at-Arm's Report

- No report

CSMC



- Not Present

Webmasters

- Not Present

Membership

- Not Present

Old Business

- None

New Business

- None

Adjournment

There being no further business to come before the board Mike Rodgers moved to adjourn the meeting Anna seconded. Mike R. adjourned the meeting at 10:28 pm