



**Summer Board Meeting
June 5 – 7, 2015
Denver, CO**

June 6-7, 2015 Board Reports

Name: Terri Otley
Position / Committee: Treasurer
Goals: See Table Below

Accomplishments (to date) & plans for the upcoming year to meet the objectives (be specific):

Treasurer's Goal	06/01/2014 to 05/31/2014	06/01/2015 to 05/31/2015
Make sure Club Treasurers are able to communicate with me regarding economic matters.	On 8/8/14 with the information that was provided to me about the current treasurers, I sent an email to all clubs introducing myself and asking them to contact me regarding any tax compliance issues and dues questions.	Send email to new treasurers containing current year information. Train new treasurers.
Make sure that all clubs are in compliance with 501(c)(4) and 501(c)(3) requirements.	<p>On 8/14/14 I went to the IRS website to confirm the status of all the District 12 clubs. I sent emails to those clubs that appeared to be in noncompliance. Most of the clubs in jeopardy have addressed their problems.</p> <p>On 10/1/14, I contacted the club treasurers to find out if they had complied with their filing requirements.</p> <p>I have 2 clubs that are still out of compliance, but I know that one club has completed and mailed (5/7/2015) their IRS form to regain their 501(c)(4) status.</p>	Continue to follow up with the last club that is still not in compliance.

Treasurer's Goal	06/01/2014 to 05/31/2014	06/01/2015 to 05/31/2015
<p>Make sure that all clubs pay their dues in a timely manner.</p>	<p>I have been received many emails regarding the dues paying process.</p> <p>The club treasurers that mailed only their District 12 payment to me, I have confirmed with them that they paid ZI directly.</p> <p>I have provided the treasurers with copies of the documents that were forwarded to ZI on their behalf.</p> <p>I also have generated new documents for District 12 dues for the 2015-2016 which I will post to the website and mail to the new treasurers.</p>	<p>Ongoing.</p>
<p>Prepare a Club Treasurer training PowerPoint.</p>	<p>I have updated the PowerPoint presentation with the new logo and also have updated the access points and forms that were in the old PP.</p>	<p>Need to continue to update as ZI keeps changing their website access points. Also, after the first training session, I'll adjust the PP for any additional information and correct any misinformation that comes to light.</p>