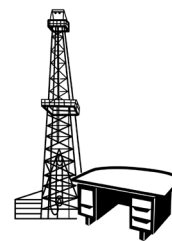




Association of Desk and Derrick Clubs



Board Member Report for Budget & Planning / Convention

Report of Board Member		Philana Thompson- Treasurer	
Meeting	Convention	Date	9/25/2020
Location	Virtual		
Items Requiring Vote (<i>state motion</i>), General Consent Decision, or Discussion by Board.			
None at this time			
General Information Items			
<p>Serving as the treasurer for 2020 has been a great learning experience and helped me to gather a great appreciation for those who have served in the role before me!</p> <p>Assisting with getting the Quickbooks setup and making sure the correct accounts were being reflected was a very detailed process, and only one piece of the process. It was very much a group effort! I want to thank Keith, Jolie (ADO) and the financial review committee for the time, energy and sanity given to this huge undertaking.</p> <p>With the help of Evelyn, Sheryl and the Financial review committee I have been working on a detailed step by step guide for the treasurer's position. As you know things have changed drastically regarding how the finances are handled and the requirements of what is expected. It is important that we have a written process that can guide future treasurers.</p>			
Requests for Assistance by the Association Distribution Office			
None at this time			
Requests for Assistance by ADDC Board of Directors or ADDC Committees			
None at this time			
Signed	Philana Thompson		Date 9/25/2020

This form should be completed and forwarded to the ADDC President.