

This is a regularly scheduled meeting of the Minnesota Dragonfly Society Board of Trustees, and is open to all interested MDS members.

Gathering of guests and members at
Online due to Covid-19 pandemic

Board Members Present: Leah, Barry, Dianne, John, Amy Jo, Kat, Perk, Curt, Dave, Mike, Mitch, Jeff via phone

No Guests

Welcome/Introduction of guests and members
Mike move to open, John 2nd

Review Agenda items and open for any additional topic.
No other topics

Approve Past Meeting Minutes from Board Meeting held on 10/15/2020

- (Check name spelling Dianne, Ami, Kat)
 - Mike to better check names in the future

Approved

Treasurer Report

- Treasurer Report, See Appendix A
- Audit Final Report – Perk, See Appendix B
- Talked about Auditors recommendations (Appendix C) on document copies
 - Should have separate Audit for equipment
 - Pink Receipt copies do not always match money collected from events
- Treasurer reports approved

Committee Reports

Research: Data Entry – Barry (More help?)

- Now have the last of the MOSP specimens (~300) to enter into the database, Need more help
- “Most Wanted List” – Curt, sent out to a few people

Outreach: Leah

- No requests for 2021 events, except one for John for June 19, 2021
- Would like to do something next summer

- Communication: Newsletter – Kat & Jeff, newsletter is coming, hoping to issue by mid December

- Website – Jeff, all requested updates to Web site finished

Strategic planning & Code of Ethics

- Strategic Planning – Dianne
 - Still in contact with planner, hope to hear back after Thanksgiving

MDS Board Meeting Minutes

November 19th, 2020 – 6:30pm to 8:00pm

Online Meeting Due to Covid-19

MDS Annual Meeting

- Speaker – Ami (Marla Garrison)
 - Jan 30, starting at 1 PM CST.
 - Zoom? Barry? – Yes
- Could use a polling feature like other groups have done to invite participation like an ID test or whatever.
- Business meeting agenda – Curt (Board Elections, Bylaws ?)
- Other Ideas?
- Curt brought up what would happen to MDS assets if MDS fell apart and if we wanted to reexamine the designated beneficiary 501c3s in the bylaws.
 - All assets need to go to another 501c per IRS.
 - Per MDS Bylaws, the preferred 501c3s are Audubon Society of Minnesota, and Xerces society.
 - Curt to explore options and we will discuss this again at the next BOD meeting.
- Curt stated that we need to discuss with Ami about the Arni dedication material (kits).
 - The question is could these be given out during the MDS Annual Meeting if Minnesota Master Naturalists would not use them.
 - Curt to investigate further and we will talk about this at the Dec BOD meeting.

Next scheduled board meeting

Agreed to next meeting on Dec 17 6:30pm – 8:00pm

Wrap-up & Additional Comments

No other topics

Adjournment

Adjourned

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Appendix A: Treasurer Report

Treasurer Report by Cathy Perkins

Date of report: November 19,2020

Checking Statement

Account balance: \$8,198.05

Available balance: \$8,206.76

Deposit: \$8.71 Amazon

Pending transfers: \$0.00 (CC payment due 12/4/2020 is zero at this time)

Future transfers: \$0.00

Central Bill Account Statement

Total line of credit \$10,100.00

Available credit \$10,100.00

Statement balance due \$0.00 (Was due 11/4/2020 and was zero)

Credit Card Purchases

None recorded in past month.

Upcoming

11/19/2020 Give to the Max Day.

12/31/2020 File online Renewal of DBA Assumed Name with State of MN \$0 fee

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Appendix B: Audit Report

Annual Audit Committee – 2017 through 2019

Name: Terry Carr

Street Address: 409 1st Street S

City ST ZIP Code: Long Prairie, MN 56347

Phone (Home or Work): 320-533-0941

E-Mail Address: lazydazy-59@yahoo.com

Name: Julianne Chapman

Street Address: 2948 Florida Av N

City ST ZIP Code: Crystal, MN 55427

Phone (Home or Work): 763-218-2915

E-Mail Address: sk8family@usfamily.net

The annual audit was conducted by the above reviewers on during July 2020 and September 2020. Materials reviewed included treasurer reports from 2017 through 2019, receipts, and bank statements of the checkbook and credit card account associated with the Minnesota Dragonfly Society in the year of 2017, 2018 and 2019. From this review it can be concluded that the listed deposits and withdraws were all accurately accounted for. There were **no discrepancies** to warrant the Board of Directors further concern. Any comments for recommendations will be included as an attachment and presented to the Board of Directors upon their next scheduled board meeting on Thursday, November 19, 2020.

Agreement and Signature

By submitting this Review, I affirm that the statements set forth in it are true and complete.

| | |
|----------------|------------|
| Name (printed) | Terry Carr |
| Signature | |
| Date | |

| | |
|----------------|------------------|
| Name (printed) | Julianne Chapman |
|----------------|------------------|

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| | |
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| Signature | |
| Date | 7/29/2020 |

Appendix C: Auditor Recommendations

Minnesota Dragonfly Society Annual Audit Review from 2017 through 2019

Recommendation Attachment

11/15/2020

To: MDS Board of Directors

From: Cathy Perkins, Treasurer

I met with Terry Carr and Julianne Chapman individually regarding this audit due to their respective locations and the disruptions caused by the COVID-19 pandemic.

Listed below are their suggestions.

- 1) Consider uploading bank statements and other financial documentation to an external drive as back-up for maintained records on Treasurer's Laptop and in paper form. This would remove the need for the paper backup currently being maintained.
- 2) Have a separate audit of MDS equipment and merchandise.
- 3) Creation of a check out system of MDS equipment and merchandise.
- 4) We have more sales than receipts. Not all pink sales receipts copies were properly completed or legible. This makes it difficult to reconcile sales with the Quickbooks reports. Should we have one person at events responsible for check out (tallying sales and creating a complete receipt)? We should produce a receipt even if the customer declines it.