

Local 1000 AFM
Secretary-Treasurer's Report

July 2013
Secretary-Treasurer's Report:

Account Balances: as of 7/31/13

Amalgamated \$	\$ 4,691.24
Astoria	0.00
ERF Amalgamated	2,704.56
Petty Cash	100.00
Undeposited	2,114.13
<u>Greenfield</u>	<u>751.83</u>
Total	\$ 10,361.76

Accounts Receivable:
\$ 13,853.84

Bad Debt:
\$ 2,262.76

Accounts Payable:
\$ 750.00 Dana Whittle (Website)

Membership: (7/31/13)

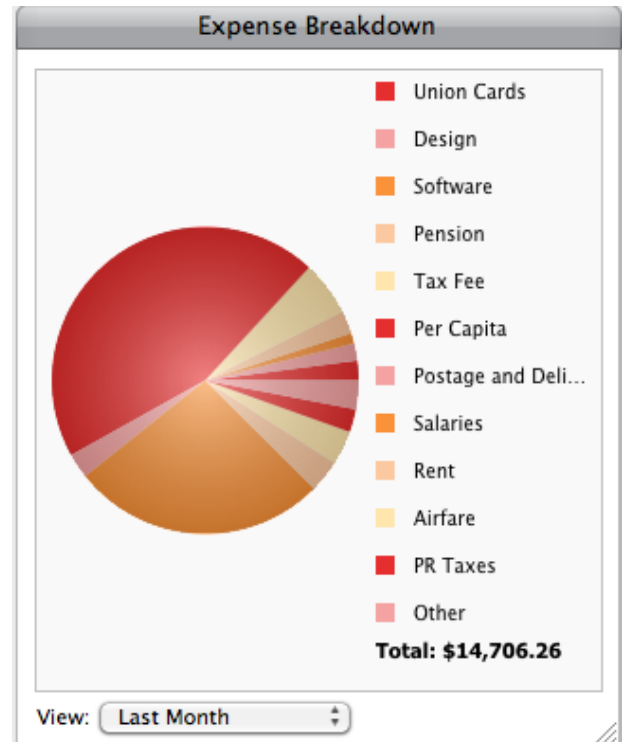
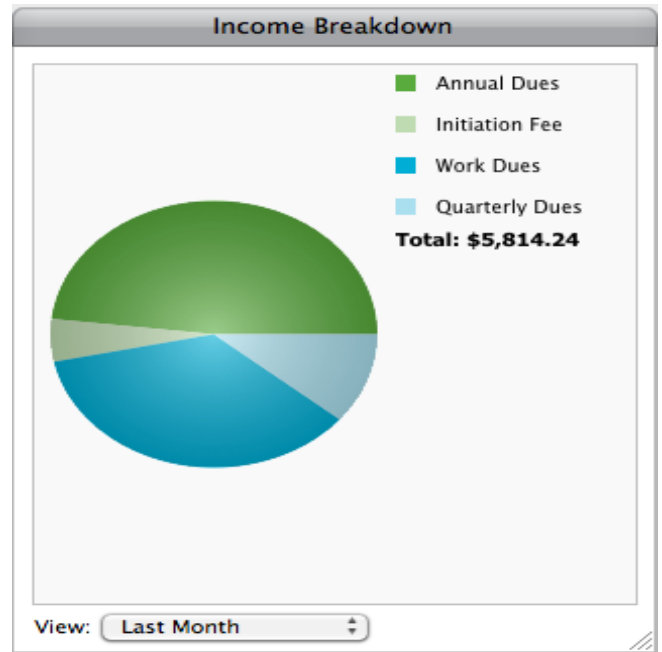
Total: 489
New: (17 new since Jan 1)
Reinstated: -
Resigned: -
Expelled: -
Suspended - 33
Active - 456

Comments:

1. **Cash Flow:** We are entering what has historically been our leanest quarter of the year.

I'm including a YTD comparison of 2013 to 2012 as **Appendix A**. Also included is a Balance Sheet comparison with last year (**Appendix B**) While our income is about 4K less than in 2012, that can be accounted for by not having the Highlander Retreat as we did in 2012. The same can be said for the expense side so that is almost a wash. One of the things this shows is that the gap between income and expense for 2013 is **smaller** than in 2012.

More significantly, by this date in 2012 we had received \$10,165 in Work Dues, in contrast to this year in which we've received **\$20, 729** in Work Dues (more than **double!**)



Local 1000 AFM
Secretary-Treasurer's Report

2. **Tax Exempt Status.** We have received confirmation that our application (this time with the fee) has been received and accepted. There has **not** been a classification of which of the 3 categories we are in at this point, so we don't know if we need to provide further information and there is no indication of how long this process will take. But, we are one step further today.

3. **Office Transition:** In my opinion, this is going smoothly. I have been in contact with our Office Staff via email and telephone all this week about several things, fortunately none of which are large! We are cross-training both Colin and Richard so that either can do the other's job in an absence of one of them.

Amy Fix has been removed as a signer on all our accounts, has been removed (and Colin and Richard have both been added to our On-Line Banking) at Amalgamated Bank. Colin and Richard have been added as signers at Greenfield and both have received this Union Plus credit cards for the Office. I will confirm that Amy Fix's Union Plus account has been terminated.

Policies and Procedures Manual: After the work that Deb and I did in the summer of 2012, I had hoped we could endorse/accept this at our meeting in Feb 2013. When we couldn't, we pushed that to July. It is still undone, and we still need to do this.

However, the timing of Amy's departure has helped our Office staff to take a closer look and while I had hoped Colin's Revisions could be ready, it turns out he sort of re-created parts of it and didn't include much of the draft that Deb and I had created. These need to be reconciled ASAP.

Amalgamated Bank: I have received, filled out and sent the "Addition of Account" form to add our Emergency Relief Fund Account to our On-line banking profile. I expect this to be accomplished soon.

Emergency Relief Funds: Richard and I have settled the accounting question I had about the ERF funds that are received and tracked, but which have not been transferred to the ERF account. According to our discovery, the funds received for the ERF total \$6,737.89. This amount includes the amount in the dedicated ERF account, but despite this being a priority that I communicated to Amy when I first became Secretary-Treasurer (Nov. 2011), **no** transfer of the co-mingled ERF funds in our General Account back to the ERF dedicated account has taken place. Not only have the backlogged funds not been transferred, but the funds received in 2012 and 2013 have not been deposited in the correct account yet. Richard and I have developed a plan to gradually rectify this.

Quickbooks 2-User License We need this in order for both of our Office Staff to work in QB at the same time...and their office Hours are more set and overlapping now. The question has to do with the cost. Colin is researching an upgrade from our current 1-user license to 2-user, rather than a complete re-purchase of a 2-user license.

Bookkeeper: The last invoice received from our Bookkeeper was informative. Apparently Ellen is filing several reports for us, but there is also some confusion because the itemization includes time for payroll, which is actually done in the office, according to Richard. At times we had discussed whether or not we needed these outside services

Local 1000 AFM
Secretary-Treasurer's Report

and at this time, it appears that we do need some of them, but that our current Office Staff can handle Bank Reconciliation, Payroll and several other tasks in which Ellen was involved in the past, so I anticipate lower invoices from her in the future.

I also instructed the staff to institute a **policy** with Ellen that we **do not pay invoices for work that is over one quarter old**. The most recent invoice went back to work in Oct 2012. We need to tighten that up so we don't get surprise large invoices.

CBAs and the AFM: at John O'Connor's suggestion, I have introduced Richard and Colin to Will Luebking in the AFM EPF Office who is the new CBA person so the questions about New CBAs and re-negotiations are being answered by the source and a new relationship is being forged between our new staff and those in the EPF.

ACTION NEEDED!

1. **Need for Policy Clarity re: New Members:** In the past, when there were time lags between communication and it was our general policy that when New Members joined, they were informed that if they had been members of an AFM local before, they needed, either to be joining as a dual member or to have resigned in good standing from that local before we could receive them into membership. The onus was on **them** to take care of their responsibilities. New Member Cards and Packets were issued when their payment was received. Then, their membership was ratified (or not) by the Executive Board when the Board met one of 3 times a year.

In this digital age, we can check a member's AFM status on-line immediately, our Board Meetings (including Skype) take place more frequently (every 6 weeks), and the process goes faster.

The Office Staff is requesting clarity about when they mail Membership Cards and New Member Packets. Do we still send them immediately? Or if there is a concern about membership status, do we hold back until that is reconciled? An actual situation, which includes new members who have already received their Membership Cards, but whose AFM Status is not reconciled, has prompted this important question.

2. **Stationery:** We are nearly out, but there is a question about whether we need to re-order this from Sterling Printing (our usual supplier). In a snail mail age, having a specific paper carried more "weight." Is that the case today? This feels like a larger question than I can answer without the Board's Input.

3. **Dues Increase:** At our Membership meeting in Toronto, Feb 2013, we voted for a bylaw change to increase our dues effective Sept 1, 2013. We worded this to include a probable increase voted on at the AFM Triennial. (That AFM Bylaw was approved, but will not go into effect until Jan 1, 2013.) Since then, I have learned from another Local's Officer that our approved bylaw actually is not legal and that a similar bylaw passed by their membership in the past caused them some trouble.

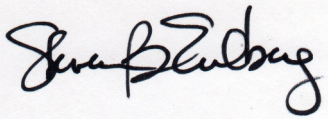
Hence, My MOTION:

Because of questions of timing and the discovery of improper wording of the bylaw to raise Member Dues approved at the Membership Meeting on Feb 21, 2013, the Executive Board of Local 1000 AFM postpones the implementation of this bylaw until after the next Membership Meeting in St. Louis on Oct 24, 2013. Further, this action will be communicated to the membership by the appropriate channels.

Local 1000 AFM
Secretary-Treasurer's Report

Finally, **Elections** will take place at the Fall Membership Meeting in St. Louis, Thurs, Oct 24, 2013. We need to elect a new Secretary-Treasurer. The call for Nominations was printed in the Summer New Deal, in accordance with our bylaws. As I announced at the February Board Retreat in Toronto, I will not be standing for re-election. I have talked with Scott Berwick (a member of our Finance Committee) and asked him to consider running; or to help with brainstorming what other member might be a suitable candidate for this office. He is willing to consider this.

Respectfully submitted,

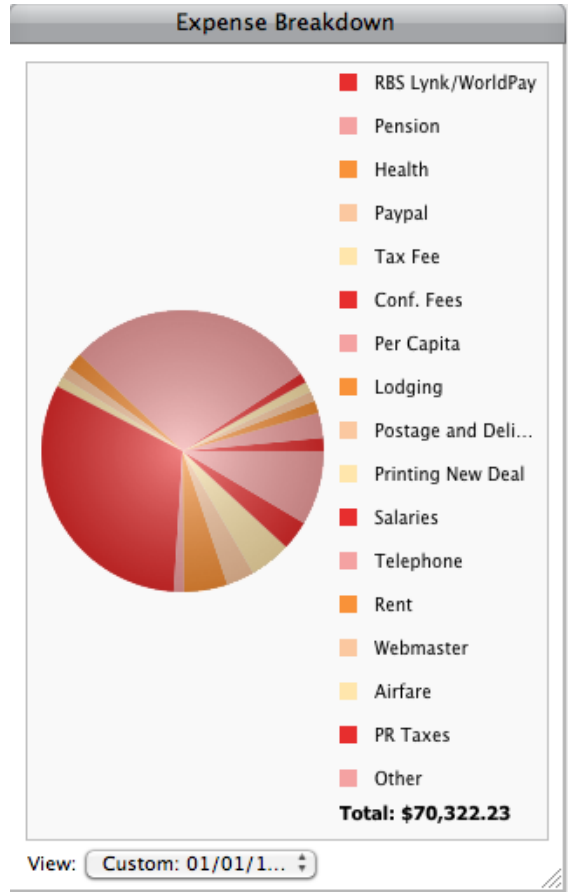
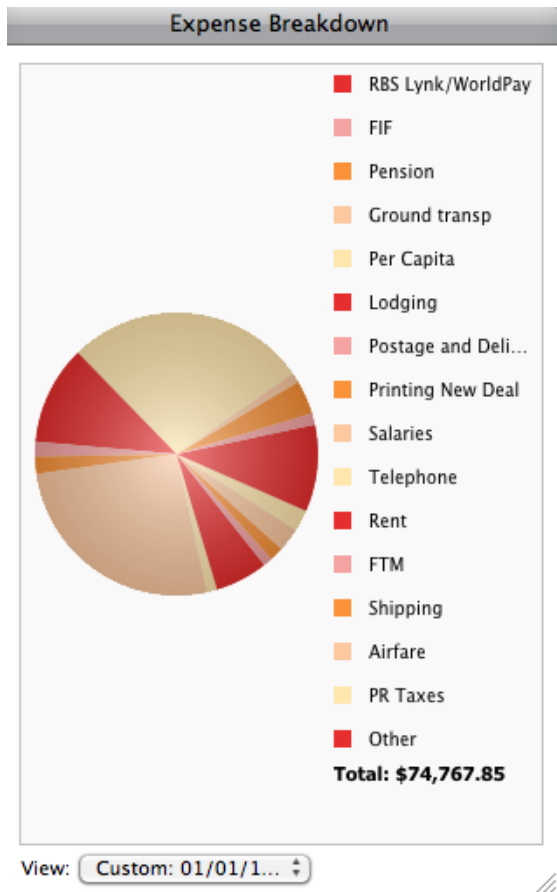
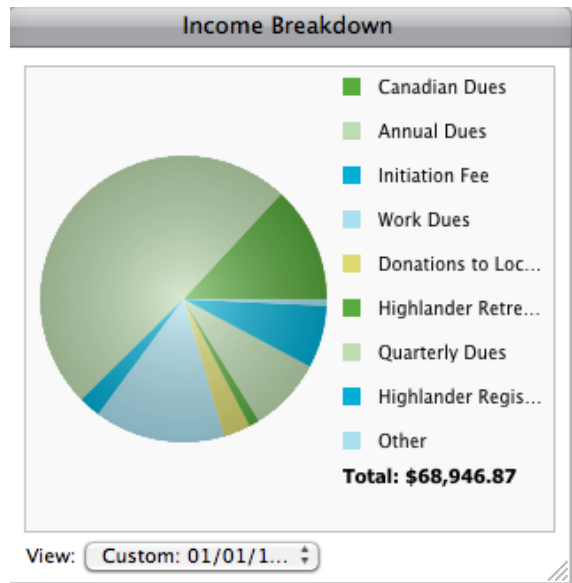
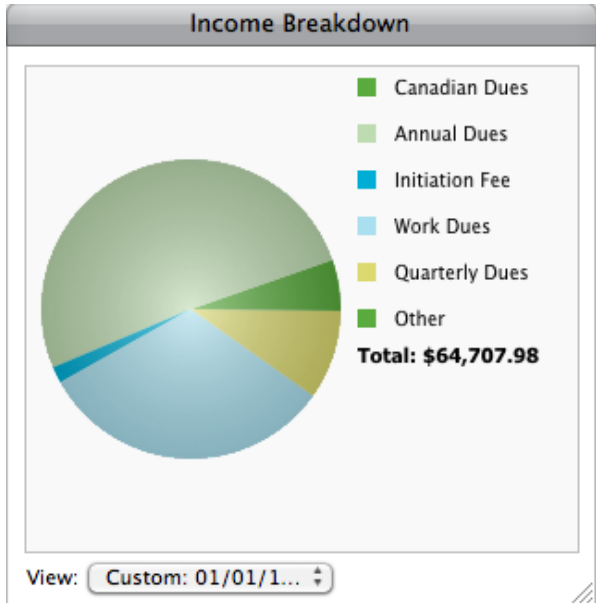
A handwritten signature in black ink, appearing to read "Steve Eulberg", written in a cursive style.

Steve Eulberg,
Secretary-Treasurer

Local 1000 AFM
Secretary-Treasurer's Report

APPENDIX A

7 Month Income-Expense Comparison: 2013 to 2012



Local 1000 AFM
Secretary-Treasurer's Report

APPENDIX B

12:28 PM

08/24/13

Cash Basis

Local 1000
Balance Sheet Prev Year Comparison

As of August 24, 2013

	Aug 24, '13	Aug 24, '12	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
199	-1,622.08	284.27	-1,906.35	-670.6%
Amalgamated Bank - primary	4,691.24	0.00	4,691.24	100.0%
Astoria Bank - closed	0.00	2,085.77	-2,085.77	-100.0%
Astoria ERF - Acct CLOSED	0.00	2,704.56	-2,704.56	-100.0%
Bad Debt	2,262.76	2,262.76	0.00	0.0%
ERF Amalgamated Savings	2,704.56	0.00	2,704.56	100.0%
Greenfield Savings	751.38	1,158.38	-407.00	-35.1%
Petty Cash	100.00	83.62	16.38	19.6%
Total Checking/Savings	8,887.86	8,579.36	308.50	3.6%
Accounts Receivable				
Accounts Receivable	-4,091.18	-2,937.87	-1,153.31	-39.3%
Total Accounts Receivable	-4,091.18	-2,937.87	-1,153.31	-39.3%
Other Current Assets				
Undeposited Funds	2,114.13	0.00	2,114.13	100.0%
Total Other Current Assets	2,114.13	0.00	2,114.13	100.0%
Total Current Assets	6,910.81	5,641.49	1,269.32	22.5%
Fixed Assets				
Equipment				
Computer	801.11	801.11	0.00	0.0%
Total Equipment	801.11	801.11	0.00	0.0%
Total Fixed Assets	801.11	801.11	0.00	0.0%
TOTAL ASSETS	7,711.92	6,442.60	1,269.32	19.7%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Credit Cards				
Capital One SPARK	0.00	21.95	-21.95	-100.0%
Total Credit Cards	0.00	21.95	-21.95	-100.0%
Other Current Liabilities				
AFM Legislative Action Fund	80.00	38.00	42.00	110.5%
Emergency Relief Fund -trac...	6,737.89	6,017.37	720.52	12.0%
Member Overpayments	10.00	0.00	10.00	100.0%
Payroll Liabilities	2,060.18	687.17	1,373.01	199.8%
Total Other Current Liabilities	8,888.07	6,742.54	2,145.53	31.8%

Local 1000 AFM
 Secretary-Treasurer's Report

12:34 PM
 08/24/13
 Cash Basis

Local 1000
 Balance Sheet Prev Year Comparison
 As of August 24, 2013

	Aug 24, '13	Aug 24, '12	\$ Change	% Change
Total Current Liabilities	8,888.07	6,764.49	2,123.58	31.4%
Total Liabilities	8,888.07	6,764.49	2,123.58	31.4%
Equity				
Opening Bal Equity	6,301.25	6,301.25	0.00	0.0%
Retained Earnings	-744.39	2,124.86	-2,869.25	-135.0%
Net Income	-6,733.01	-8,748.00	2,014.99	23.0%
Total Equity	-1,176.15	-321.89	-854.26	-265.4%
TOTAL LIABILITIES & EQUITY	7,711.92	6,442.60	1,269.32	19.7%