

Local 1000 AFM  
Secretary-Treasurer's Report

March 2012

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Account Balances:

Astoria	\$12,258.56
Astoria ERF	2,760.05
Greenfield	1,081.31
<b>Total</b>	<b>\$16,099.92</b>

Accounts Receivable:

\$32,210.64

Accounts Payable: \$0

(non-salary)

(Included in the Astoria Account are:

- a. Highlander Registrations: (Jan-Apr)  
\$4,818.00
- b. Joe Hill Scholarship Fund  
\$695 from 6 Individuals)
- c. 25 Registered (including Si & Holly)

Membership: (3/31/11)

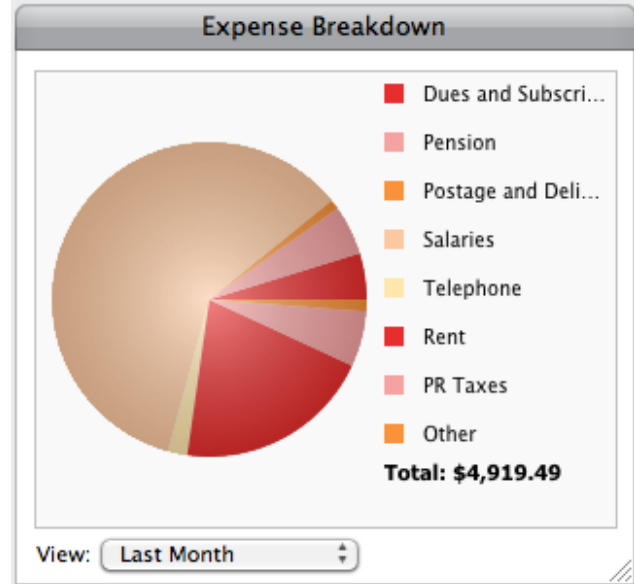
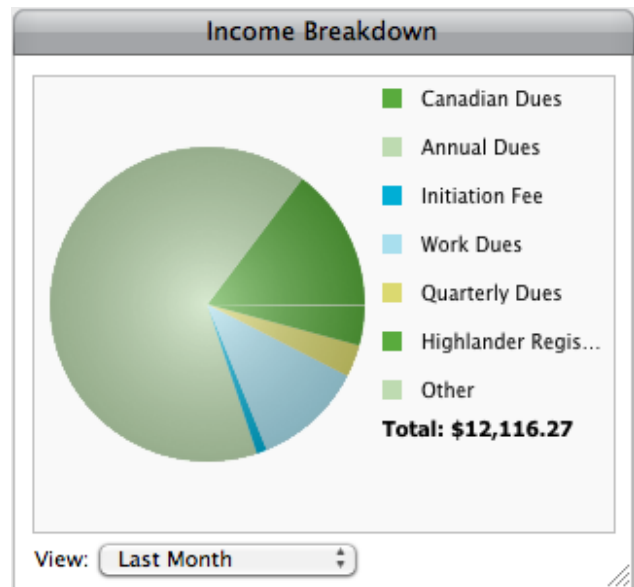
Total: 508  
New: 34  
Reinstated: 6  
Suspended: 0  
Expelled: ?

Comments:

1. **New Deal:** Our Graphic Designer was unable to complete the New Deal, (and has resigned) so in addition to editing, I had to do the graphic design as well. I approved the final proof on 4/16/12 so now it is off to the printer (a month behind!).

2. **Office Staff:** With the resignation of Amanda Gookin and the process of sorting through new applications, many hours have been devoted to the actual staffing of the office.

Membership Dues	%83.41
Work Dues	11.32
Fees	5.27
<b>Total</b>	<b>\$12,116.27</b>



Payroll Expenses	%70.69
Rent	20.33
Dues and Subscriptions	4.76
Telephone	1.99
Postage and Delivery	1.02
Professional Fees	0.71
Website	0.41
Office Expense	0.10
<b>Total</b>	<b>\$4,919.49</b>

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3. **New Staff Interviews** I'm very grateful to Debra Cowan and John O'Connor for their work interviewing the candidates and making the final recommendation for our new staff person.

4. **Accounts Payable:** (*The annual and work dues owed to the Local*) I've made no progress untangling these figures because of the above two distractions. Until Michael Denny, our new staff person, is up to speed and our current billing and accounts receivable (dues and work dues) are firmly in line, I don't expect to make progress on this until the Summer (to my disappointment.)

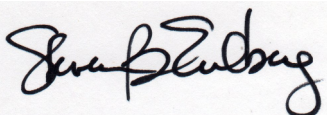
5. **Office Equipment and the Budget.** One of the casualties of adjusting figures to create a balanced budget was that we agreed to a budget that had NO \$ for office equipment, basing our assumption that things were working fine. Therefore, when the office printer started to hiccup, and I realized there was all scanning and faxing had to take place in the loaned Local 802 machine, it was clear that some huge inefficiencies in our office processes could be addressed simply by having the proper equipment IN our own office. I instructed Amy to purchase a new printer (ca. \$200) which Michael is helping her set up. Further investigation into the budget revealed that some unnecessary subscription software can be set aside and the funds budgeted for that can be redirected.

In the future, the Board may have to reallocate funds (and therefore adjust) our Budget midstream so we can't simply "make new expenditures" without realizing those will reduce \$ we originally planned to spend for other purposes. I was prepared to bring this to the Board, but we were able to shuffle things around within the amounts allocated for the Office, so I think we don't have to make any big shifts—this time.

6. **Office Credit Cards:** We had set up credit card accounts with Capital One *Spark* Business, but the experience of Amy, Tret, Debra and myself with the simple application and delivery of the cards, together with the confusion of them sending the billing to me, rather than to the Office seriously undermined my confidence in their ability to serve us properly.

I have begun the application process to replace these cards with a Union Plus Corporate Account (credit cards designed for use by Union Locals and their officers). I anticipate this will be set up much more efficiently and accurately and be fully in place before Highlander. When it is, I will cancel the Capital One account.

7. **Per Capita and FIF** (Federation Dues and Initiation Fees) are due to the Federation this month for the first quarter of the year.



Respectfully submitted,

Steve Eulberg,  
Secretary-Treasurer