

AFM Local 1000 Executive Board Meeting, January 21, 2015, SKYPE

A quorum being present, President Fure called the meeting to order at 9:32 AM EST on Skype.

Present for the meeting were: Tret Fure, President; Debra Cowan, Vice-President U.S.; Eve Goldberg, Vice-President Canada ; Scott Berwick, Secretary-Treasurer; Charlie Pilzer, Representative Eastern U.S.; Aaron Fowler, Representative Midwestern U.S.; Daniel Boling, Representative Western U.S.

AGENDA

1. MINUTES: The minutes from the December 2, 2014 Executive Board Meeting on SKYPE were approved as presented.
2. TREASURER'S REPORT: The Draft Profit & Loss report and the Draft Balance Sheet for the Fiscal Year ending December 31, 2014 have been posted to Dropbox. Treasurer Berwick gave a brief oral summary of the reports and indicated that there will be some minor changes made by our accountants to adjust to our preferred Cash Basis for filing IRS and Department of Labor documents. The reports were approved on a motion by Charlie Pilzer, and second by Debra Cowan. The reports are attached.
3. OFFICE REPORT: Debra Cowan's report is attached.
4. RATIFICATION OF CBA's:

Wolf Moon, Inc. - Was granted provisional approval pending resolution of the pension payments for 2014 issue with the pension fund on a motion by Charlie Pilzer and second by Debra Cowan. Motion approved.
5. RATIFICATION OF NEW MEMBERS: Emilyn Stam, Jennifer Evans, Jonathan Foster and Natalia Zuckerman were ratified as members on a motion by Aaron Fowler and second by Dan Boling. Motion approved.
6. ASHOKAN MEMBERSHIP GATHERING UPDATE: Charlie Pilzer reported that Ysaye Barnwell and Jay Unger and Molly Mason had agreed to be a mentors for this gathering. Other details are still being worked out.

NEW BUSINESS:

1. Eve Goldberg noted that her photo and biography has not yet appeared on the Local 1000 website to replace Ken Whiteley as Vice-President Canada. Scott Berwick agreed to talk to the office to get this change implemented immediately.
2. Debra Cowan noted that the Enewsletter deadline was the last Thursday of each month to be in the Enewsletter for the first Thursday of each month. Aaron Fowler and Eve Goldberg indicated that they will work on the February issue.

NEXT MEETING: 4 PM at Folk Alliance International conference in Kansas City, MO on February 17, 2015.

ADJOURNMENT: The meeting was adjourned at 10:37 AM EST on a motion by Debra Cowan.

Respectfully submitted,

Scott Berwick, Secretary-Treasurer

Attachments:

Treasurer's Reports: 2014.12.31FiscalYearBalanceSheetAccrualVsLastYearDraft.pdf
2014.12.31FiscalYearBalanceSheetCashVsLastYearDraft.pdf
2014.12.31FiscalYearProfit&LossAccrualVsLastYearDraft.pdf
Office Report – DebOfficeReport.1.21.15.pdf

1.21.15 Office Report to Ex. Board

Please refer to weekly office reports for details of tasks completed and specific hours worked.
L1KExecutiveBoardReportsFiles—>Office Reports----->Office Weekly Reports

Personnel

-Staff Hours

With Colin in the Sudan, Richard has taken Colin's hours and is working 40 hours per week. Again, hours worked for the week and proposed days to be worked are always stated in their weekly office reports.

One of Colin's concerns is that his schedule sometimes prevents him from getting in his full 20 hours per week. I have let him know that this is to be expected, especially since he is a working musician. His absences (specifically the extended trips overseas) are certainly noticed, but we have been doing okay and Richard is doing quite well flying solo when Colin is away.

-Performance Reviews

Colin's performance review took place over Skype on Dec. 22, 2014 and was conducted between Colin and myself. The review period was for December 31, 2013-December 31, 2014. Colin rated in the exceeds expectations in most categories or meets expectations for a few of the items that he was evaluated on. Colin's goals for the coming year include but are not limited to:

- learning more about Visa and Immigration
- learning more about our website, including coding and development
- Continue to expand and improve on the relational database that he has implemented in the office.

Richard's performance review will be done in May 2015.

Technology and Organization

-Website

We've had a number of breakdowns with the website due to memory and server issues. We have had to ask Dana Whittle to come in to help us with those issues since this is an area that the office nor myself has experience. We have had to call on Dana a number of times to assist with complex issues and she quoted a price of \$500/year as a retainer to continue with this service. I asked her what we get and she gave a list of tasks that would be included in this price (see Appendix A).

At this point, there are only four people with access to the backend of the website: Dana, Colin, Richard and myself. We do not expect Dana to be available for routine things, and if any of the three of us are not available to do a routine update, it won't get done. Richard is the one with the least experience but he is learning and has accomplished some of the more routine tasks such as the newsletter and blog updates. I am certain that as we continue, Richard will learn more about the website. This said, it's my opinion that we should have another person, either Board member or regular member besides the three of us that knows the Wordpress platform to help with routine maintenance and updating.

-Filemaker Database (DB)

Colin has created relational DB that serves these functions:

- We can now more easily keep track of and search membership data, enabling much more efficient office operations.
- Data for all CBA Employers is now also stored in this database, including status of negotiations/renewals, communications notes, dates agreements sent to AFM/EPF, etc.
- Colin created tables in this database to keep track of all pension contributions, including all relevant details for pension fund, such as check numbers, members covered, dates received, etc.

By setting this up as a relational database, we can now also generate reports for individual members pension contribution history. Before Colin left for the Sudan, he had just finished entering all retroactive data for 2014. This DB is probably one of best tools that we have for keeping track of our members.

Overall Office Conditions

We are now at a place where we have an excellent office staff who are conscientious, innovative and take initiative in solving problems. Colin and Richard have settled down into a comfortable rhythm in the office and work very well as a team.

Respectfully submitted,



VP AFM Local 1000

Appendix A

A list of tasks that Dana Whittle would be on call to perform for Local 1000:

- System “health” checks for the WordPress installation; emergency (basic) de-hacking and prevention (looking at logs, etc.)
- Troubleshooting little issues (stuff that doesn’t work properly after installation/plugin updates for example)
- Quickly answer questions about how to do stuff; phone training new folks in the WordPress admin area as needed
- Fixing issues on the server (as was done on 1/20/15) and figuring out HOW to fix them and what is best approach
- Minor updates to the theme I created when stuff changes in WordPress or in a plugin we use
- Help with email issues which happen from time to time...

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Accrual Basis

Local 1000
Profit & Loss Prev Year Comparison
January through December 2014

	Jan - Dec 14	Jan - Dec 13	\$ Change	% Change
Ordinary Income/Expense				
Income				
5000 · Membership Dues & Assesmnt				
5010 · Annual Dues	82,914.96	52,454.18	30,460.78	58.1%
5015 · Canadian Dues	0.00	450.00	-450.00	-100.0%
5020 · Quarterly Dues	19,622.50	12,898.00	6,724.50	52.1%
5025 · Work Dues	26,037.11	30,774.44	-4,737.33	-15.4%
5030 · Initiation Fee	2,100.00	2,005.00	95.00	4.7%
5035 · Re-Instatement Fees	440.00	275.00	165.00	60.0%
5040 · Work Dues Equiv Donation	1,268.92	326.00	942.92	289.2%
5045 · Individual Donations				
5046 · Amy Gift Donation	0.00	597.00	-597.00	-100.0%
5049 · Departree Memorial Donate	0.00	0.00	0.00	0.0%
Total 5045 · Individual Donations	0.00	597.00	-597.00	-100.0%
5050 · Joe Hill Educational Fund	105.00	75.00	30.00	40.0%
5060 · Member Retreat Reg	4,425.00	0.00	4,425.00	100.0%
Total 5000 · Membership Dues & Assesmnt	136,913.49	99,854.62	37,058.87	37.1%
Total Income	136,913.49	99,854.62	37,058.87	37.1%
Gross Profit	136,913.49	99,854.62	37,058.87	37.1%
Expense				
6000 · Payroll and Allowances				
6005 · Payroll Expenses				
6006 · Salaries	38,647.10	38,261.42	385.68	1.0%
6007 · Bonus	0.00	-304.00	304.00	100.0%
6005 · Payroll Expenses - Other	3,697.57	610.00	3,087.57	506.2%
Total 6005 · Payroll Expenses	42,344.67	38,567.42	3,777.25	9.8%
6025 · Officer Salaries				
6026 · President	1.00	0.00	1.00	100.0%
6027 · Secretary Treasurer	1.00	0.00	1.00	100.0%
Total 6025 · Officer Salaries	2.00	0.00	2.00	100.0%
6000 · Payroll and Allowances - Other	0.00	200.00	-200.00	-100.0%
Total 6000 · Payroll and Allowances	42,346.67	38,767.42	3,579.25	9.2%
6100 · Payroll Taxes				
6105 · Employer Payroll Taxes	4,088.30	3,702.70	385.60	10.4%
Total 6100 · Payroll Taxes	4,088.30	3,702.70	385.60	10.4%

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Accrual Basis

Local 1000
Profit & Loss Prev Year Comparison
January through December 2014

	Jan - Dec 14	Jan - Dec 13	\$ Change	% Change
6200 · Employee Benefits				
6205 · Health	500.00	1,668.58	-1,168.58	-70.0%
6210 · Pension	3,811.76	3,676.65	135.11	3.7%
Total 6200 · Employee Benefits	4,311.76	5,345.23	-1,033.47	-19.3%
6300 · Occupancy				
6305 · Rent	6,000.00	6,000.00	0.00	0.0%
Total 6300 · Occupancy	6,000.00	6,000.00	0.00	0.0%
6400 · Telecommunications				
6405 · Telephone	1,618.93	1,569.80	49.13	3.1%
Total 6400 · Telecommunications	1,618.93	1,569.80	49.13	3.1%
6500 · Printing				
6505 · Stationery	0.00	728.00	-728.00	-100.0%
6510 · Checks and Deposit Slips	195.95	0.00	195.95	100.0%
6525 · Newsletter				
6340 · Mailing Services Newsletr	1,546.88	580.36	966.52	166.5%
6530 · Design Newsletter	450.00	530.00	-80.00	-15.1%
6535 · Printing Newsletter	1,718.90	819.08	899.82	109.9%
6525 · Newsletter - Other	0.00	765.00	-765.00	-100.0%
Total 6525 · Newsletter	3,715.78	2,694.44	1,021.34	37.9%
Total 6500 · Printing	3,911.73	3,422.44	489.29	14.3%
6600 · Postage & Shipping				
6605 · Postage	1,172.12	1,551.79	-379.67	-24.5%
6610 · Shipping	31.64	176.88	-145.24	-82.1%
Total 6600 · Postage & Shipping	1,203.76	1,728.67	-524.91	-30.4%
6700 · Office				
6710 · Office Supplies	423.15	562.67	-139.52	-24.8%
6720 · Bank Charges				
6725 · Bank Service Charge	53.20	110.78	-57.58	-52.0%
6726 · Bank Svc Charge Foreign	91.71	88.37	3.34	3.8%
6727 · CAD to USD (exchange rate)	74.75	0.00	74.75	100.0%
Total 6720 · Bank Charges	219.66	199.15	20.51	10.3%

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Accrual Basis

Local 1000 Profit & Loss Prev Year Comparison January through December 2014

	Jan - Dec 14	Jan - Dec 13	\$ Change	% Change
6730 · Merchant Account Fees	86.23	1,468.40	-1,382.17	-94.1%
6740 · Paypal	2,351.11	1,638.82	712.29	43.5%
6745 · Stripe fees	46.48	0.00	46.48	100.0%
6750 · Square	52.32	0.00	52.32	100.0%
6770 · Dues and Subscriptions	381.26	121.00	260.26	215.1%
6780 · Taxes - Sales Tax	289.84	184.47	105.37	57.1%
6785 · Taxes - Tax Fee	0.00	850.00	-850.00	-100.0%
6795 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Total 6700 · Office	3,850.05	5,024.51	-1,174.46	-23.4%
6900 · Accounting				
6910 · Bookkeeping & Accounting	0.00	1,330.00	-1,330.00	-100.0%
6911 · Prof. Fees (1099-MISC tracking)	4,000.00	0.00	4,000.00	100.0%
Total 6900 · Accounting	4,000.00	1,330.00	2,670.00	200.8%
7100 · Computer				
7110 · Computer Related				
7121 · Software	852.48	313.11	539.37	172.3%
7130 · Backup service	56.99	169.09	-112.10	-66.3%
7131 · Internet Service	0.00	109.75	-109.75	-100.0%
7140 · Computer support/repair	87.09	0.00	87.09	100.0%
7110 · Computer Related - Other	0.00	87.09	-87.09	-100.0%
Total 7110 · Computer Related	996.56	679.04	317.52	46.8%
7150 · Website				
7155 · Web Design	500.00	3,000.00	-2,500.00	-83.3%
7156 · Website Services	765.14	267.38	497.76	186.2%
7150 · Website - Other	14.00	211.99	-197.99	-93.4%
Total 7150 · Website	1,279.14	3,479.37	-2,200.23	-63.2%
Total 7100 · Computer	2,275.70	4,158.41	-1,882.71	-45.3%
7200 · Insurance				
7215 · Disability Insurance	114.41	-8.23	122.64	1,490.2%
7220 · Work Comp	450.19	338.87	111.32	32.9%
Total 7200 · Insurance	564.60	330.64	233.96	70.8%
7300 · Conference & Exec Meetings				
7305 · Airfare	3,267.21	4,354.85	-1,087.64	-25.0%
7310 · Conference Fees	678.75	792.50	-113.75	-14.4%
7315 · Lodging	2,689.41	2,318.28	371.13	16.0%
7320 · Meals	162.40	505.46	-343.06	-67.9%
7330 · Parking	32.00	133.00	-101.00	-75.9%
7335 · Ground transportation	2,173.45	708.48	1,464.97	206.8%
7340 · Per Diem	1,402.23	1,168.00	234.23	20.1%

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Accrual Basis

Local 1000
Profit & Loss Prev Year Comparison
January through December 2014

	Jan - Dec 14	Jan - Dec 13	\$ Change	% Change
7345 · SFZ (Showcase Free Zone)	111.56	87.71	23.85	27.2%
7300 · Conference & Exec Meetings - Other	158.00	0.00	158.00	100.0%
Total 7300 · Conference & Exec Meetings	10,675.01	10,068.28	606.73	6.0%
7350 · Member Gatherings				
7355 · Gathering Travel	1,210.18	0.00	1,210.18	100.0%
7365 · Gathering Lodging	3,009.00	0.00	3,009.00	100.0%
7370 · Gathering Honoraria	600.00	0.00	600.00	100.0%
Total 7350 · Member Gatherings	4,819.18	0.00	4,819.18	100.0%
7400 · AFM Per Capita Taxes	30,482.50	19,950.00	10,532.50	52.8%
7500 · AFM FIF	1,560.00	1,170.00	390.00	33.3%
7600 · Donation & Contributions	0.00	647.72	-647.72	-100.0%
7800 · Organizing				
7805 · Organizing Travel	101.14	0.00	101.14	100.0%
Total 7800 · Organizing	101.14	0.00	101.14	100.0%
8000 · Advertising/Promotion				
8020 · Trade Show	400.00	0.00	400.00	100.0%
8030 · Publicity	36.55	63.26	-26.71	-42.2%
Total 8000 · Advertising/Promotion	436.55	63.26	373.29	590.1%
9900 · Depreciation	0.00	801.11	-801.11	-100.0%
Total Expense	122,245.88	104,080.19	18,165.69	17.5%
Net Ordinary Income	14,667.61	-4,225.57	18,893.18	447.1%
Other Income/Expense				
Other Income				
5100 · Investment Income				
5105 · Bank Interest	3.17	12.09	-8.92	-73.8%
Total 5100 · Investment Income	3.17	12.09	-8.92	-73.8%
5500 · Other Income	-8.15	0.00	-8.15	-100.0%
Total Other Income	-4.98	12.09	-17.07	-141.2%
Net Other Income	-4.98	12.09	-17.07	-141.2%
Net Income	14,662.63	-4,213.48	18,876.11	448.0%

Local 1000
Balance Sheet Prev Year Comparison
As of December 31, 2014

	Dec 31, 14	Dec 31, 13	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · Cash				
1005 · "199"	0.00	284.27	-284.27	-100.0%
1010 · Amalgamated Bank - primary	10,235.15	14,926.93	-4,691.78	-31.4%
1015 · Amalgamated Savings ERF	1,680.75	2,677.58	-996.83	-37.2%
1020 · Greenfield Savings	1,637.89	371.84	1,266.05	340.5%
1025 · Petty Cash	300.00	100.00	200.00	200.0%
Total 1000 · Cash	<u>13,853.79</u>	<u>18,360.62</u>	<u>-4,506.83</u>	<u>-24.6%</u>
Total Checking/Savings	13,853.79	18,360.62	-4,506.83	-24.6%
Accounts Receivable				
3400 · Accounts Receivable	-11,000.89	-12,730.98	1,730.09	13.6%
Total Accounts Receivable	-11,000.89	-12,730.98	1,730.09	13.6%
Other Current Assets				
1900 · Undeposited Funds	1,243.87	2,723.00	-1,479.13	-54.3%
Total Other Current Assets	<u>1,243.87</u>	<u>2,723.00</u>	<u>-1,479.13</u>	<u>-54.3%</u>
Total Current Assets	<u>4,096.77</u>	<u>8,352.64</u>	<u>-4,255.87</u>	<u>-51.0%</u>
TOTAL ASSETS	<u><u>4,096.77</u></u>	<u><u>8,352.64</u></u>	<u><u>-4,255.87</u></u>	<u><u>-51.0%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
3500 · Other Liabilities				
3515 · AFM Legislative Action Fund	25.00	105.00	-80.00	-76.2%
3520 · ERF - tracking	6,326.20	6,464.95	-138.75	-2.2%
3525 · Member Overpayments	45.00	0.00	45.00	100.0%
3530 · Payroll Liabilities	3,028.37	1,684.08	1,344.29	79.8%
3535 · Joe Hill Ed. Fund Tracking Acct	37.00	0.00	37.00	100.0%
Total 3500 · Other Liabilities	<u>9,461.57</u>	<u>8,254.03</u>	<u>1,207.54</u>	<u>14.6%</u>
Total Other Current Liabilities	<u>9,461.57</u>	<u>8,254.03</u>	<u>1,207.54</u>	<u>14.6%</u>
Total Current Liabilities	<u>9,461.57</u>	<u>8,254.03</u>	<u>1,207.54</u>	<u>14.6%</u>
Total Liabilities	9,461.57	8,254.03	1,207.54	14.6%

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Cash Basis

Local 1000
Balance Sheet Prev Year Comparison
As of December 31, 2014

	<u>Dec 31, 14</u>	<u>Dec 31, 13</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
4005 - Retained Earnings	98.61	6,545.10	-6,446.49	-98.5%
Net Income	-5,463.41	-6,446.49	983.08	15.3%
Total Equity	<u>-5,364.80</u>	<u>98.61</u>	<u>-5,463.41</u>	<u>-5,540.4%</u>
TOTAL LIABILITIES & EQUITY	<u>4,096.77</u>	<u>8,352.64</u>	<u>-4,255.87</u>	<u>-51.0%</u>

Local 1000
Balance Sheet Prev Year Comparison
As of December 31, 2014

	Dec 31, 14	Dec 31, 13	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · Cash				
1005 · "199"	0.00	284.27	-284.27	-100.0%
1010 · Amalgamated Bank - primary	10,235.15	14,926.93	-4,691.78	-31.4%
1015 · Amalgamated Savings ERF	1,680.75	2,677.58	-996.83	-37.2%
1020 · Greenfield Savings	1,637.89	371.84	1,266.05	340.5%
1025 · Petty Cash	300.00	100.00	200.00	200.0%
Total 1000 · Cash	<u>13,853.79</u>	<u>18,360.62</u>	<u>-4,506.83</u>	<u>-24.6%</u>
Total Checking/Savings	13,853.79	18,360.62	-4,506.83	-24.6%
Accounts Receivable				
3400 · Accounts Receivable	20,679.13	-1,177.00	21,856.13	1,856.9%
Total Accounts Receivable	<u>20,679.13</u>	<u>-1,177.00</u>	<u>21,856.13</u>	<u>1,856.9%</u>
Other Current Assets				
1900 · Undeposited Funds	1,243.87	2,723.00	-1,479.13	-54.3%
Total Other Current Assets	<u>1,243.87</u>	<u>2,723.00</u>	<u>-1,479.13</u>	<u>-54.3%</u>
Total Current Assets	<u>35,776.79</u>	<u>19,906.62</u>	<u>15,870.17</u>	<u>79.7%</u>
TOTAL ASSETS	<u><u>35,776.79</u></u>	<u><u>19,906.62</u></u>	<u><u>15,870.17</u></u>	<u><u>79.7%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
3500 · Other Liabilities				
3515 · AFM Legislative Action Fund	25.00	105.00	-80.00	-76.2%
3520 · ERF - tracking	6,326.20	6,464.95	-138.75	-2.2%
3525 · Member Overpayments	45.00	0.00	45.00	100.0%
3530 · Payroll Liabilities	3,028.37	1,684.08	1,344.29	79.8%
3535 · Joe Hill Ed. Fund Tracking Acct	37.00	0.00	37.00	100.0%
Total 3500 · Other Liabilities	<u>9,461.57</u>	<u>8,254.03</u>	<u>1,207.54</u>	<u>14.6%</u>
Total Other Current Liabilities	<u>9,461.57</u>	<u>8,254.03</u>	<u>1,207.54</u>	<u>14.6%</u>
Total Current Liabilities	<u>9,461.57</u>	<u>8,254.03</u>	<u>1,207.54</u>	<u>14.6%</u>
Total Liabilities	9,461.57	8,254.03	1,207.54	14.6%

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Accrual Basis

Local 1000
Balance Sheet Prev Year Comparison
As of December 31, 2014

	<u>Dec 31, 14</u>	<u>Dec 31, 13</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
4005 - Retained Earnings	11,652.59	15,866.07	-4,213.48	-26.6%
Net Income	14,662.63	-4,213.48	18,876.11	448.0%
Total Equity	<u>26,315.22</u>	<u>11,652.59</u>	<u>14,662.63</u>	<u>125.8%</u>
TOTAL LIABILITIES & EQUITY	<u>35,776.79</u>	<u>19,906.62</u>	<u>15,870.17</u>	<u>79.7%</u>