



GEORGIA CHAPTER

RCI GEORGIA BOARD MEETING MINUTES

Date: January 8, 2016

Location: J Christopher's
3294 Peachtree Industrial Boulevard
Duluth, Georgia, USA 30096

Attendance:

James Brown (President), Chris Dawkins (Vice President), Bob Kenney (Treasurer);
Rich Chapman (Secretary)

Minutes:

- The meeting was called to order by President, James Brown, who opened the meeting.
- Board member position responsibilities, see attached, were reviewed.
 - James Brown to reach out to Pierce Ward and Maurice Deprey to confirm duties.
- Chris Dawkins to transfer booking of Maggiano's to Bob Kenney.
- 2016 Calendar set:

| Date | Event |
|-----------|--|
| 8-Jan-16 | Board Meeting - RCI Georgia |
| January | File Corporate Registration with GA Secretary of State |
| January | File Form 990-N with IRS |
| 2-Feb-16 | Chapter Meeting - RCI Georgia |
| 10-Mar-16 | 31st RCI International Convention & Trade Show |
| 15-Apr-16 | Chapter Meeting - RCI Georgia |
| 13-May-16 | Board Meeting - RCI Georgia |
| 17-Jun-16 | Chapter Meeting - RCI Georgia |
| 22-Jul-16 | Board Meeting - RCI Georgia |
| August | Braves Game |
| 16-Sep-16 | Chapter Meeting - RCI Georgia |
| 7-Oct-16 | Board Meeting - RCI Georgia |
| October | Golf Tournament |
| 9-Dec-16 | Chapter Meeting - RCI Georgia |
| August | Braves Game |



GEORGIA CHAPTER

- Past Treasurer, Chris Dawkins presented our financial status:
 - 12/31/2015 balances:
 - - Savings \$2,125.79
 - - Checking \$5,168.45
 - - PayPal \$10,510.94
 - Total Cash on hand 12/31/2015: \$17,805.18
 - The "loss" will be lower when we get the two outstanding \$500 sponsorship payments for the Golf Tournament. They are not reflected on the income page since we've not received this money
 - Wait on Moonshot decision to donate until request is made.
 - See attached budget.
- 2016 Chapter Goal items:
 - Consider joint ventures with other professional organizations.
 - Consider recruiting from Kennesaw State and other universities to increase membership.

End of Meeting



RCI GEORGIA CHAPTER

List of Chapter Responsibilities and Assignments (Revised May 2015)

GEORGIA CHAPTER

President

- Serve as the Chair of the Meetings at Chapter Meetings
- Coordinate "Find A Consultant" announcement with Program Chair for distribution to Chapter
- Update the "President's Message" on the Chapter website
- Update Region Directors on activities of the Chapter
- Delegate responsibility and authority to various committee's
- Prepare the annual report / chapter nomination award form
- Locate new and identify new chapter leadership candidates
- Sending of tax-exempt status form to IRS, obtained from RCI national
- Develop agenda for Chapter Meetings and Board Meetings
- Chapter nomination awards form (recognition at RCI convention)

Vice President

- Assist the President in Chapter business
- Serve as the Chair of the Meetings at Chapter Meetings in Presidents absence
- Coordinate Chapter activities as directed by President
- Attend the RCI Leadership Conference
- Be the person responsible for updating the CMS website
- Prepare the Outstanding RCI Affiliated Chapter Commendation Award Application Form

Treasurer

- Maintain the checking and savings account
- Bring approximately \$100 in small bills for members paying with cash at Chapter Meetings
- Summarize financial status of Chapter at Chapter Meetings
- Access treasurer@rcigeorgia.org email account to maintain list of who has paid on-line to attend Chapter Meetings and forward email confirmations or list to program chair
- Pay the corporate license
- Pay for golf outing
- Pay web administrator
- Issue RCI Foundation donation/check and student Scholarship check to attend Convention
- Pay for other chapter expenses as needed
- File IRS tax-exempt (Non-profit) documents (Currently Andy retained a tax attorney to resolve)
- State of Georgia Annual Corporation Registration
- Forward tax documents to accountant, need to file Federal 990 forms by April 15
- Sending out of yearly invoices (We can pay online now), coordinate with Program & Membership Chairs
- Develop a chapter budget for the year and present at first meeting of the year
- Coordinate the location and menu for the Chapter Meetings

**RCI Georgia Chapter
2915 Premier Parkway, Suite 100
Duluth, Georgia 30097
Phone: (770) 923.9822 Fax: (770) 232.9044
e-mail: administrator@rcigeorgia.org**



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List of Chapter Responsibilities and Assignments (Revised May 2015)

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Secretary

- Develop Executive Board meeting minutes
- Post Executive Board minutes onto RCI Dropbox account
- Develop Chapter Meeting minutes
- Post Chapter Meeting minutes to RCI Dropbox account
- Forward copy of Chapter Minutes to Region II Director
- Develop the chapter ballot of officers as provided by the nominating committee
- By December 31 notify RCI National of new chapter officers for upcoming year

Immediate Past-President

- Serve on committee with three prior Past Presidents to assist with selecting candidate for Convention Scholarship
- Serve as a resource to the current Board and provide link to past administrations
- Fulfill special assignments from the Board

Membership Chair

- Maintain membership lists, who is a member of RCI Georgia Chapter
- Maintain copy of list on RCI Dropbox account
- Maintain email distribution lists for Chapter Meetings (list of all the people we to invite)
- Welcome people to the Chapter events
- Gather attendance information at Chapter events
- Verify if attendees paid annual "Find a Consultant" dues
- Setup laptop or Square credit card reader at meetings for members to pay upon entering meeting
- Distribute name tags at events
- Send welcome letter to new and potential members
- Coordinate with Program Chair and send out email announcements regarding chapter events, include Region Director
- Issue membership dues letter on behalf of the President
- Update member name tags for Chapter Meeting - need to have list of people who signed up for meeting online
- Forward list of Chapter Meeting attendees to Vice President for Award Application Form
- Develop and distribute CEU certificates, either paper version at meeting or email PDF version

Program Chair

- Assist Membership Chair with maintaining membership list
- Maintain current membership list on the RCI Dropbox
- Administrator emails to members for Chapter Meetings via administrator@rcigeorgia.org. May need to send a save-the-date kind of announcement or other reminder chapter emails as meeting date approaches
- Assembles the Chapter announcements
- Announce speakers at the Chapter Meetings, obtain speaker bio for introduction
- Coordinates the meeting speakers and website revisions with the Website Administrator
- Locate potential speakers for Chapter Meetings (initial contact through phone or email)

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List of Chapter Responsibilities and Assignments (Revised May 2015)

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- Forward introduction letter to potential speaker explaining the meeting set-up and RCI chapter organization, and audience
- Obtain PowerPoint of speaker presentation and review, forward to board members for review
- Confirm speaker availability, understanding of meeting time, location, directions (including where in hotel to go)
- Coordinate speaker a/v needs including any extra needs for the presenter, i.e. extra tables, or different set-up

Education Chair

- Coordinates the main RCI sponsored technical courses with RCI National
- Communicates information to the Program Chair to disseminate the announcements to the chapter
- Gathers list of RCI sponsored courses and forwards list to RCI National (Karen McElroy) who then sends out completion certificates

Communications Chair

This new position would assume some of the chapter communication responsibilities currently performed by the program and membership chairs, as well as various board members. This chair position is currently somewhat defined as the Newsletter Chair in bylaws. These include the following:

- Distribute chapter announcements to membership by mail-chimp
- Coordinate with Program Chair and send out email announcements regarding chapter events, include Region Director
- Administrator emails to members for Chapter Meetings via administrator@rcigeorgia.org . May need to send a save-the-date kind of announcement or other reminder chapter emails as meeting date approaches

Website Chair

This new position would assume some the chapter website editing responsibilities currently performed by various board members. The responsibilities would include the following:

- Update the chapter website on a continual basis to ensure that it is up to date and current
- Recommend changes or improvements to site as technology changes
- Coordinate Website with website provider, Classic Labs, Craig Nelson
- Coordinate chapter communications with communications chair

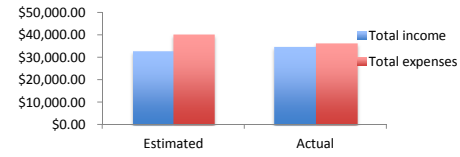
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2015 Budget for RCI GA Chapter

RCI Budget Meetings & Golf: PROFIT/LOSS SUMMARY

| | Estimated | Actual |
|-------------------------------|---------------------|---------------------|
| Total income | \$32,850.00 | \$34,765.00 |
| Total expenses | \$40,050.00 | \$36,352.85 |
| Total profit (or loss) | (\$7,200.00) | (\$1,587.85) |

Profit vs. Loss



2015 Budget for RCI GA Chapter

Events/Activities Budget: INCOME

| Braves Outing | | | Estimated | Actual |
|---------------------------|---------------|---------------------|--------------------|--------------------|
| Estimated | Actual | | | |
| 20 | 21 | Attendee @ | \$75.00 | \$1,500.00 |
| 4 | 4 | Sponsor | \$2,000.00 | \$8,000.00 |
| | | | \$9,500.00 | \$9,575.00 |
| Golf Outing | | | Estimated | Actual |
| Estimated | Actual | | | |
| 50 | 48 | Golfer @ | \$135.00 | \$6,750.00 |
| 0 | 1 | Sponsor | \$500.00 | \$0.00 |
| 18 | 20 | Sponsor | \$150.00 | \$2,700.00 |
| 1 | 1 | Lunch Sponsor | \$500.00 | \$500.00 |
| | | | \$9,950.00 | \$10,480.00 |
| Georgia Chapter Meetings | | | Estimated | Actual |
| Estimated | Actual | | | |
| 125 | 167 | Attendees @ | \$35.00 | \$4,375.00 |
| 2 | 1 | Table Top | \$250.00 | \$500.00 |
| | | | \$4,875.00 | \$6,095.00 |
| Nashville Branch Meetings | | | Estimated | Actual |
| Estimated | Actual | | | |
| 50 | 47 | Kickoff Meeting @ | \$45.00 | \$2,250.00 |
| 25 | 32 | Other meetings@ | \$25.00 | \$625.00 |
| 1 | 0 | Table Top Fee | \$250.00 | \$0.00 |
| | | | \$3,125.00 | \$2,915.00 |
| Chapter \$50 Sponsorships | | | Estimated | Actual |
| Estimated | Actual | | | |
| 15 | 15 | Chapter Dues @ | \$50.00 | \$750.00 |
| 0 | 0 | Bank | | \$0.00 |
| 0 | 0 | Items @ | | \$0.00 |
| | 0 | Miscellaneous | | \$0.00 |
| | | | \$750.00 | \$750.00 |
| Misc. Net Cash Deposits | | | Estimated | Actual |
| Estimated | Actual | | | |
| 0 | 1 | Other Cash Deposits | \$0.00 | \$0.00 |
| 0 | 2 | Contributions | \$150.00 | \$300.00 |
| 1 | 1 | Class Registrations | \$4,650.00 | \$4,650.00 |
| | | | \$4,650.00 | \$4,950.00 |
| Total Income | | | Estimated | Actual |
| | | | \$32,850.00 | \$34,765.00 |

2015 Budget for RCI GA Chapter

Event Budget for Meetings and Golf : EXPENSES

| Golf Outing | Estimated | Actual |
|----------------------------|-------------------|-------------------|
| Green fees & food | \$3,500.00 | \$3,089.28 |
| Prizes for 1st - 3rd Place | \$900.00 | \$900.00 |
| Door/Feature Hole Prizes | \$650.00 | \$616.78 |
| Promo signs | \$650.00 | \$642.00 |
| Total | \$5,700.00 | \$5,248.06 |

| Meetings | Estimated | Actual |
|----------------------|--------------------|--------------------|
| Maggiano's | \$6,000.00 | \$5,347.75 |
| Atlanta Braves Event | \$7,500.00 | \$7,209.34 |
| Projector | \$500.00 | \$0.00 |
| Supplies/Misc. | \$0.00 | \$0.00 |
| Total | \$14,000.00 | \$12,557.09 |

| Educational Classes | Estimated | Actual |
|----------------------|-------------------|---------------|
| Speakers | \$1,500.00 | \$0.00 |
| Venue | \$1,000.00 | \$0.00 |
| RCI National payment | \$2,000.00 | \$0.00 |
| Total | \$4,500.00 | \$0.00 |

| RCI/Web | Estimated | Actual |
|---------------------------|--------------------|-------------------|
| Convention / Leadership | \$3,000.00 | \$0.00 |
| Nashville Branch Events | \$3,000.00 | \$2,857.62 |
| RCI Foundation | \$3,000.00 | \$3,000.00 |
| Prof Roofing Stds Council | \$2,000.00 | \$2,000.00 |
| PayPal Account Fees | \$1,000.00 | \$831.26 |
| Classic Labs | \$300.00 | \$0.00 |
| MailChimp | \$120.00 | \$120.00 |
| Miscellaneous | \$0.00 | \$0.00 |
| Total | \$12,420.00 | \$8,808.88 |

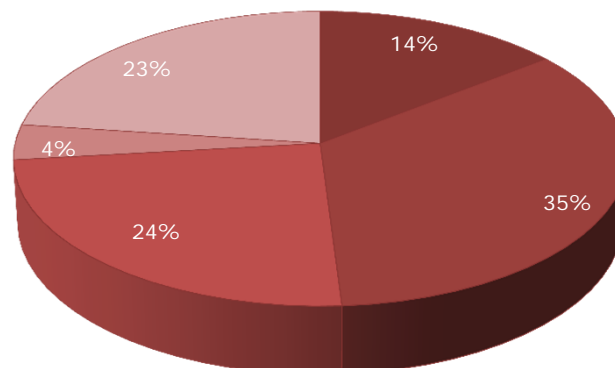
| Board/Chapter | Estimated | Actual |
|------------------------|-------------------|-------------------|
| Meetings Food & Drinks | \$400.00 | \$243.27 |
| Insurance D&O / NP-BGL | \$1,250.00 | \$1,157.00 |
| Total | \$1,650.00 | \$1,400.27 |

| Accounting and Taxes | Estimated | Actual |
|--------------------------|-------------------|-------------------|
| Accountant | \$1,500.00 | \$2,255.00 |
| Corporation Registration | \$30.00 | \$30.00 |
| Bank Service Charges | \$50.00 | \$35.95 |
| PayPal Refunds | \$0.00 | \$4,560.00 |
| Refunds fm Checking | \$0.00 | \$1,457.60 |
| Total | \$1,580.00 | \$8,338.55 |

| Miscellaneous | Estimated | Actual |
|---------------|-----------------|---------------|
| Gifts | \$200.00 | \$0.00 |
| Miscellaneous | \$0.00 | \$0.00 |
| Total | \$200.00 | \$0.00 |

| Total Expenses | Estimated | Actual |
|----------------|--------------------|--------------------|
| | \$40,050.00 | \$36,352.85 |

Actual Cost Breakdown



- Golf Outing
- Meetings
- Educational Classes
- RCI/Web
- Board/Chapter
- Accounting and Taxes
- Miscellaneous

Estimated v. Actual

