

LIR Administrative/Finance Committee Minutes
September 13, 2011

Present: Tom McFarland, John Evans, Gilbert Roderick, Eileen Leinweber, Brianna Obright, Judy Lloyd, Mary Bayorgeon, Bill Mattes, and Kathi Sawall **Absent:** Roberta Messer

The committee welcomed our new member Tom McFarland. There were no additions or changes to the agenda.

Bill and John moved to approve minutes from March 11 and May 13. Motion was passed.

Presidents Report: Mary wants to start using electronic processes to help cut costs, linking information, and registering on line. Discussion on the cost of the catalogue (\$705.25); Billie was going to check the cost of the reprint (\$370.50).

Mary recognized Judy for doing a very good job. Discussion and recommendation was made of hiring a student web maintenance person to aide Judy that was not to exceed the budgeted amount. Brianna was going to look into a possible student.

Treasurers Report: The operating balance at the end of FY11 is \$34,880.93. The Foundation funds balances were \$6885.83 for the Pat Koll Fund and \$3409.87 for the Speakers Fund.

Budget verses actual amounts per line item showed very little variation. However the total supply expense lines were \$8426 under budget due to decreased costs For room and av rental, telephone, duplicating, membership committee office supplies and web site support.

UW-O Liaison Staff Report: Brianna and Judy are available at all times; any questions etc please get a hold of them.

Old Business

- A. Wall Conference 2012 Update (Eileen): Arranging a different site - the convention center may be a possibility.
- B. Brianna is checking with Billie on procedure of tour cancellations

New Business:

- A. Discussion of the Foundation Fund regarding updating the signatures for the removal of funds. It was motioned by Tom and John that the Treasurer is the primary signer and the President would be secondary person if the Treasurer was not available. Motion passed. Mary was to get her signature to Judy.
- B. Discussion on receiving student price on Microsoft software from UW-O was tabled.

Motion to adjourn by Bill and Gilbert was passed.

Next meeting November 15, 2011 at 10:30

Respectfully submitted by Kathi Sawall.