

Executive Board Meeting

6/27/2017

Members Present: Sharon Vaughan, Kay Patterson, Meri Coles, Patty Prince, Sue Bowman and Kathie Trocolla. Members Absent: Suzanne Adami.

The meeting was called to order at 2:10 p.m. The purpose was to inform the board of a situation which occurred that could have had, but did not have, serious negative outcomes and to review policies and procedures that would prevent a similar incident from occurring again.

Sharon summarized a situation that occurred that left us vulnerable to criminal hacking and potential theft. The source of the information the perpetrator used was our web site which listed the names, positions, and email addresses of our Executive Board.

In order to deter a similar attempt, the email addresses and phone numbers of Board members and Committee Chairs have been removed from the web site. Members have access to this information through the league directory or through the Tellico Village Directory.

We reviewed our procedures and policies regarding disbursement of funds. There are procedures listed in the bylaws. However, over many years, the procedures have become somewhat informal as we go about the business of planning for and paying for events we schedule. This incident has served as a wake-up call that we must become more stringent in our requirement for documentation as we request and disburse funds.

It was decided to create a check request form to be used for situations that are being paid in advance (such as a deposit) which would be signed by either the president or vice president. All other cases would provide a receipt. Sharon will design the form.

It was suggested that the monthly treasury report also list any liabilities to give a clearer picture of the league finances including what is outstanding.

The plaques at Tanasi for the League Championship are out of date and need to be addressed. Kay Patterson is looking into it and will provide a recommendation at the next meeting.

We may wish to review the bylaws to see if they need to be updated.

The meeting adjourned at 3:16.

Respectfully submitted, Patty Prince, Secretary

Approved via email.