



Westville Alumni Association Incorporated

P.O Box 461

Westville, Indiana 46391

(219) 561-0WHS (0947)

Memorandum for Record

June 28, 2014

RE: Annual Association Meeting

Brent Carter, Association President, called the meeting to order at 5PM.

Officers Present:

Association President: Mr. Brent Carter

Association Vice President: Mrs. Jayme Bailey

Association Treasurer: Ms. Patti Jackson

Association Secretary: Ms. Karen Dudeck

Members Present: See Attachment 1 for complete list of attendees:

1. Mr. Carter called the annual meeting to order at 5 p.m. and welcomed the general membership to the event.
2. Ms. Jackson provided the financial statement included as Attachment B to these minutes.
3. Mr. Carter opened the floor for scholarship member nominations for the upcoming year. The following WHS alumni were elected by the assembled membership and will serve a term of two years effective June 28, 2014.
 - a. Scholarship Committee Member: Ms. Kathy Nichols
 - b. Scholarship Committee Member: Mr. Ryan Fleming
4. Mr. Carter introduced a recommendation to improve communications between the Association Officers and Scholarship Committee by hosting quarterly teleconferences for all members of the various groups. Several members indicated concern over the potential cost (~\$100.00 per year) of finding a service capable of allowing multiple members to dial in from outside of Westville. Mr. Carter agreed to further explore the issue for sponsorship or alternate, less costly approaches.
5. Ms. Pilarski raised a concern over augmenting the price of banquet tickets to cover association above and beyond the cost of providing meal service and facilities for the annual event (mailing supplies, postage, etc.) Mr. Carter noted that the Association did not do fundraising activities in 2013/2014 and with the absence of membership fees and the lack of willing volunteers to support fundraisers, augmenting the ticket price was the only means for the Association to operate and provide the member-desired annual mailing

and banquet. Mrs. Bailey noted that the association had enjoyed an upturn in donations to the general fund in 2013/2014 and with the anticipated proceeds from the banquet raffle, the need to augment ticket prices for the following year was expected to be significantly less. **Treasurer's Note:** The practice of generating Association operations funds from annual banquet ticket sales has remained unchanged since at least 2009. Records identifying the source and amount of operating costs prior to that period do not readily support identification of specific charitable fund raising events or uses. A motion for consideration of member supported fund raisers and/or a small membership fee will be included on the 2015 Annual Meeting agenda. Detailed financial records are available from 2012 forward to support discussion of funding sources and ultimate use of Association funds.

6. Mr. Fagg raised a concern that the cost of tickets was preventing members on fixed incomes from attending the banquet and inquired as to why St. Mary's Church facility in Otis was not used. Mrs. Bailey reiterated that St. Mary's had been explored the previous year and the management had failed to show up for the appointment with banquet planners. Mr. Carter also noted that the St. Mary's facility was offered with no support and that the expectation would be that members would have to volunteer to set up the facility, operate the banquet, and clean up the facility after the event. Additionally, Mr. Carter indicated feedback from some members was a desire to have a more upscale event of the banquet such as the Pine Grove facility. Mr. Fagg agreed to work with Mrs. Bailey after the banquet to coordinate the offering with St. Mary's.
7. Mr. Pilarski raised a concern over funds raised by the Scholarship Committee being used to support free attendance for current year graduates. Mr. Carter noted that the Scholarship Committee's requirement for graduates to be at the banquet to receive their scholarship made the cost part of the operating cost of the scholarship, particularly in light of expressed concerns over Association funding sources. For the 2014 Banquet, 15 seniors were planned for attendance, 12 of whom were scholarship recipients. Mr. Carter noted that less than half of this cost was raised prior to the event representing a bill for the Association that had to be paid. The issue of cost liability was not resolved during the time allocated for the meeting and will be explored in greater detail between the Scholarship Committee and Association Officers prior to the 2015 banquet.
8. Mr. Carter closed the meeting at 5:45 p.m. to support a timely start to the banquet event.

Submitted to the Membership

Approved/~~Disapproved~~

Karen Dudeck
WAAI Secretary



Brent Carter
WAAI President

Attachments

- A) Attending Members List
- B) Quarterly Financial Statements

Attachment A, Attending Member List

Bailey, Jayme

Bell, Mike

Cambe, Kathy

Cambe, Tye

Carter, Brent

Coulter, John

Dudeck, Karen

Fagg, Richard

Fleming, Ryan

Forney, Edward

Grassley, Mark

Jackson, Patti

Pilarski, AJ

Pilarski, Lynn

Attachment B - Quarterly Financial Reports

WAAI 4th Quarter 2013 (Jul-Sep) Financial Statement						
ASSOCIATION BUDGET						
Item Description	(Before/After Ticket Sales)	Budgeted	Actuals		Collection/Budget Remaining	
			Prior	This Qtrr		
Planned Income						
	Ticket Sales	\$8,175	\$2,033	\$1,572	\$4,570	
	Business Sponsors	\$1,500	\$132	\$3,202	(\$1,834)	
	Silent Auction	\$500	\$0	\$236	\$236	
	Income Total	\$10,175	\$2,165	\$5,010	\$2,972	
Planned Expense						
	Banquet Facility Rental	BTS	(\$550)	(\$550)	\$0	\$0
	Banquet Meal	ATS	(\$4,000)	(\$2,480)	(\$1,195)	(\$325)
	Banquet Gratuity	ATS	(\$760)	\$0	(\$665)	(\$95)
	Banquet Dessert Service	ATS	(\$300)	\$0	(\$122)	(\$178)
	Banquet Decorating	ATS	(\$600)	\$0	(\$155)	(\$445)
	Banquet DJ	ATS	(\$800)	(\$50)	(\$600)	(\$150)
	Banquet Advertising	BTS	(\$600)	(\$941)	\$0	\$341
	Knoll Fund Donation*	ATS	(\$500)	\$0	\$0	(\$500)
	Website	ATS	(\$200)	\$0	(\$112)	(\$88)
	Meeting Expenses	BTS	(\$170)	\$0	(\$90)	(\$80)
	Admin Equipment	BTS	(\$500)	(\$300)	(\$445)	\$245
	Fed/State 501c3 Filing	BTS	(\$960)	(\$877)	\$0	(\$83)
	Contingency Reserve	ATS	(\$235)	\$0	(\$188)	(\$47)
	Expense Total		(\$10,175)	(\$5,198)	(\$3,572)	(\$1,405)
GENERAL FUND ACCOUNTING						
Description	Date	Instrument	Totals			
A) Starting Balance			\$ 1,646.64			
B) Receivables <i>(Detailed expense breakouts may be found on the appropriate tab)</i>						
	Interest	7/31/2013	See Bank Statement Tab		\$ 0.11	
	Interest	8/30/2013	See Bank Statement Tab		\$ 0.09	
	Interest	9/30/2013	See Bank Statement Tab		\$ 0.04	
	Mail In Ticket Sales	6/30/2013	See Mail Sales Tab		\$ 36.00	
	Mail In Knoll	6/30/2013	See Mail Sales Tab		\$ 25.00	
	Internet Ticket Sales	6/30/2013	See Internet Sales Tab		\$ 976.74	
	Internet Knoll	6/30/2013	See Internet Sales Tab		\$ 400.00	
	ATD Ticket Sales	6/30/2013	See ATD Sales Tab		\$ 559.31	
	ATD Donations	6/30/2013	See ATD Sales Tab		\$ -	
	Silent Auction Proceeds	6/30/2013	See Silent Auction Tab		\$ 236.14	
				Total	\$ 2,233.43	
C) Payables <i>(Detailed expense breakouts may be found on the details tab)</i>						
	Recipient	date	chk		\$ -	
	PayPal Service Fee		Aggregate		\$ (38.58)	
	Walmart	7/3/2013	Association Chk #2479		\$ (121.92)	
	Rock It Mobile Music	6/30/2013	Association Chk #2480		\$ (600.00)	
	Brent Partial	6/30/2013	Retained Paypal		\$ (588.57)	
	Pine Grove	8/21/2013	Check #2481		\$ (500.00)	
	Knoll Scholarship Fund	8/17/2013	Check #2483		\$ (821.00)	
	Digital Vibrations (DJ Deposit	9/23/2013	Check #2482		\$ (300.00)	
				Total	(\$2,970.07)	
D) Unpaid Obligations						
					\$ -	
				Total	\$ -	
E) Adjustments (B+C)						
					(\$736.64)	
F) Ending Balance (A+E)						
				Total	\$910.00	

WAAI 1st Quarter 2014 (Oct-Dec 2013) Financial Statement

ASSOCIATION BUDGET						
Item Description	(Before/After Ticket Sales)	Budgeted	Actuals		Collection/Budget Remaining	
			Prior	This Qtr		
Planned Income						
Ticket Sales		\$3,800	\$0	\$0	\$3,800	
Donors		\$500	\$0	\$371	\$129	
Silent Auction		\$500	\$0	\$0	\$0	
Income Total		\$4,800	\$0	\$371	\$3,929	
Planned Expense						
Banquet Facility Rental	BTS	(\$300)	\$300	\$0	\$0	
Banquet Meal	ATS	(\$1,850)	\$200	\$0	(\$1,650)	
Banquet Gratuity	ATS	(\$352)	\$0	\$0	(\$352)	
Banquet Dessert Service	ATS	(\$150)	\$0	\$0	(\$150)	
Banquet Decorating	ATS	(\$100)	\$0	\$0	(\$100)	
Banquet DJ	ATS	(\$300)	\$300	\$0	\$0	
Banquet Cash Bar	ATS	(\$300)	\$0	\$0	\$0	
Banquet Advertising	BTS	(\$600)	\$0	\$0	(\$600)	
Website	ATS	(\$120)	\$0	\$371	\$251	
Meeting Expenses	BTS	(\$170)	\$0	\$0	(\$170)	
Admin Equipment	BTS	(\$500)	\$0	\$0	(\$500)	
Fed/State 501c3 Filing	BTS	(\$100)	\$0	\$0	(\$100)	
Expense Total		(\$4,842)	\$800	\$371	(\$3,371)	

GENERAL FUND ACCOUNTING						
Description	Date	Instrument	Totals			
A) Starting Balance			\$ 910.00			
B) Receivables (Detailed expense breakouts may be found on the appropriate tab)						
Interest	10/31/2013	See Bank Statement Tab	\$	-		
Interest	11/30/2013	See Bank Statement Tab	\$	-		
Interest	12/31/2013	See Bank Statement Tab	\$	-		
Mail In Ticket Sales	12/31/2013	See Mail Sales Tab	\$	-		
Mail In Knoll	12/31/2013	See Mail Sales Tab	\$	-		
Mail In General Donation	12/31/2013	See Mail Sales Tab	\$	370.80		
Internet Ticket Sales	12/31/2013	See Internet Sales Tab	\$	-		
Internet General Donation	12/31/2013	See Internet Sales Tab	\$	-		
Internet Knoll	12/31/2013	See Internet Sales Tab	\$	-		
ATD Ticket Sales	12/31/2013	See ATD Sales Tab	\$	-		
ATD General Donation	12/31/2013	See ATD Sales Tab	\$	-		
ATD Knoll Donation	12/31/2013	See ATD Sales Tab	\$	-		
Silent Auction Proceeds	12/31/2013	See Silent Auction Tab	\$	-		
			Total	\$ 370.80		
C) Payables (Detailed expense breakouts may be found on the details tab)						
Recipient	date	chk	\$	-		
GoDaddy.Com	10/1/2013	Direct Payment from Donor	\$	(95.76)		
GoDaddy.Com	12/9/2013	Direct Payment from Donor	\$	(20.98)		
GoDaddy.Com	12/11/2013	Direct Payment from Donor	\$	(54.06)		
GoDaddy.Com	12/21/2013	Direct Payment from Donor	\$	(200.00)		
			Total	(\$370.80)		
D) Unpaid Obligations						
			Total	\$ -		
			Total	\$ -		
E) Adjustments (B+C)				\$0.00		
F) Ending Balance (A+E)			Total	\$910.00		

WAAI 2nd Quarter 2014 (Jan-Mar 2014) Financial Statement

ASSOCIATION BUDGET						
Item Description	(Before/After Ticket Sales)	Budgeted	Actuals	Collection/Budget Remaining		
			Prior	This Qtr		
Planned Income						
Ticket Sales		\$3,800	\$0	\$140	\$3,660	
Donors		\$500	\$371	\$605	(\$476)	
Silent Auction		\$500	\$0	\$0	\$0	
Income Total		\$4,800	\$371	\$745	\$3,184	
Planned Expense						
Banquet Facility Rental	BTS	(\$300)	\$300	\$0	\$0	
Banquet Meal	ATS	(\$1,850)	\$200	\$0	(\$1,650)	
Banquet Gratuity	ATS	(\$352)	\$0	\$0	(\$352)	
Banquet Dessert Service	ATS	(\$150)	\$0	\$0	(\$150)	
Banquet Decorating	ATS	(\$100)	\$0	\$0	(\$100)	
Banquet DJ	ATS	(\$300)	\$300	\$0	\$0	
Banquet Cash Bar	ATS	(\$300)	\$0	\$0	\$0	
Banquet Advertising	BTS	(\$600)	\$0	\$574	(\$26)	
Website	ATS	(\$120)	\$171	\$60	\$111	
Meeting Expenses	BTS	(\$170)	\$0	\$0	(\$170)	
Admin Equipment	BTS	(\$500)	\$0	\$0	(\$500)	
Fed/State 501c3 Filing	BTS	(\$100)	\$0	\$0	(\$100)	
Expense Total		(\$4,842)	\$971	\$634	(\$2,938)	

GENERAL FUND ACCOUNTING						
Description	Date	Instrument	Totals			
A) Starting Balance			\$ 910.00			
B) Receivables (Detailed expense breakouts may be found on the appropriate tab)						
Interest	1/31/2014	See Bank Statement Tab	\$	-		
Interest	2/28/2014	See Bank Statement Tab	\$	-		
Interest	3/31/2014	See Bank Statement Tab	\$	0.03		
Mail In Ticket Sales	12/31/2013	See Mail Sales Tab	\$	140.00		
Mail In Knoll	12/31/2013	See Mail Sales Tab	\$	-		
Mail In General Donation	12/31/2013	See Mail Sales Tab	\$	605.00		
Internet Ticket Sales	12/31/2013	See Internet Sales Tab	\$	-		
Internet General Donation	12/31/2013	See Internet Sales Tab	\$	-		
Internet Knoll	12/31/2013	See Internet Sales Tab	\$	-		
ATD Ticket Sales	12/31/2013	See ATD Sales Tab	\$	-		
ATD General Donation	12/31/2013	See ATD Sales Tab	\$	-		
ATD Knoll Donation	12/31/2013	See ATD Sales Tab	\$	-		
Silent Auction Proceeds	12/31/2013	See Silent Auction Tab	\$	-		
			Total	\$ 745.03		
C) Payables (Detailed expense breakouts may be found on the details tab)						
Recipient	date	chk	\$	-		
			Total	\$0.00		
D) Unpaid Obligations						
GoDaddy.Com	1/29/2014	Advanced Payment by President	\$	(59.88)		
Stamps.com	2/17/2014	Advanced Payment by President	\$	(460.00)		
Staples	3/17/2014	Advanced Payment by President	\$	(97.71)		
Stamps.com	3/17/2014	Advanced Payment by President	\$	(15.99)		
			Total	\$ (633.58)		
E) Adjustments (B+C)				\$ 745.03		
F) Ending Balance (A+E)			Total	\$ 1,655.03		

WAAI 3rd Quarter 2014 (Apr - Jun 2014) Financial Statement

ASSOCIATION BUDGET						
Item Description	(Before/After Ticket Sales)	Budgeted	Actuals	Collection/Budget Remaining		
Planned Income			Prior	This Qtr		
Ticket Sales		\$3,800	\$140	\$3,123		\$537
Donors		\$500	\$976	\$1,705		(\$2,181)
Raffle		\$500	\$0	\$0		\$500
Income Total		\$4,800	\$1,116	\$4,828		(\$1,144)
Planned Expense						
Banquet Facility Rental	BTS	(\$300)	\$300	\$0		\$0
Banquet Meal	ATS	(\$2,220)	\$200	\$2,020		\$0
Banquet Gratuity	ATS	(\$400)	\$0	\$0		(\$400)
Banquet Dessert Service	ATS	(\$200)	\$0	\$200		\$0
Banquet Decorating	ATS	(\$50)	\$0	\$0		(\$50)
Banquet DJ	ATS	(\$300)	\$300	\$0		\$0
Banquet Clean-up	ATS	\$0	\$0	(\$50)		(\$50)
Banquet Cash Bar	ATS	(\$300)	\$0	\$0		(\$300)
Banquet Security	ATS	(\$195)	\$0	\$195		\$0
Banquet Advertising	BTS	(\$600)	\$476	\$0		(\$124)
Website	ATS	(\$120)	\$231	\$0		\$111
Meeting Expenses	BTS	(\$170)	\$0	\$0		(\$170)
Admin Equipment	BTS	(\$500)	\$0	\$0		(\$500)
Fed/State 501c3 Filing	BTS	(\$100)	\$0	\$0		(\$100)
Expense Total		(\$5,455)	\$1,507	\$2,365		(\$1,583)

GENERAL FUND ACCOUNTING						
Description	Date	Instrument	Totals			
A) Starting Balance			\$ 1,655.03			
B) Receivables (Detailed expense breakouts may be found on the appropriate tab)						
Interest	4/30/2014	See Bank Statement Tab		\$	0.07	
Interest	5/31/2014	See Bank Statement Tab		\$	0.08	
Interest	6/30/2014	See Bank Statement Tab		\$	0.18	
Mail In Ticket Sales	6/30/2014	See Mail Sales Tab		\$	1,801.00	
Mail In General Donation	6/30/2014	See Mail Sales Tab		\$	446.00	
Mail In Knoll Donation	6/30/2014	See Mail Sales Tab		\$	-	
Internet Ticket Sales	6/30/2014	See Internet Sales Tab		\$	1,322.00	
Internet General Donation	6/30/2014	See Internet Sales Tab		\$	260.00	
Internet Knoll	6/30/2014	See Internet Sales Tab		\$	-	
ATD Ticket Sales	6/30/2014	See ATD Sales Tab		\$	-	
ATD General Donation	6/30/2014	See ATD Sales Tab		\$	130.00	
ATD Knoll Donation	6/30/2014	See ATD Sales Tab		\$	-	
			Total	\$	3,959.33	
C) Payables (Detailed expense breakouts may be found on the details tab)						
Recipient	date	chk		\$		
Quarterly Paypal Fee	4/21/2014	ATM		\$	(42.29)	
Things Remembered	6/28/2014	ATM		\$	(29.10)	
Office Depot	6/28/2014	ATM		\$	(15.41)	
Banquet Change	6/28/2014	Cash Withdrawal		\$	(300.00)	
US Post Office	4/21/2014	ATM		\$	(34.00)	
			Total	\$	(420.80)	
D) Unpaid Obligations						
Guitar Center (Microphone/Stand)		Advance Payment by WAAI President		\$	(48.13)	
Staples (Name Tags/Markers)		Advance Payment by WAAI President		\$	(43.63)	
Stamps.com		Advance Payment by WAAI President		\$	(53.97)	
Pine Grove Banquet Hall		Catering Service		\$	(2,469.60)	
Deputy Steve Lusinsky		Security		\$	(195.00)	
Lindsay Gaffner - Heavenly Creations		Baker/Dessert		\$	(200.00)	
Incurred Expense Reimbursement From 2Q		Advance Payment by WAAI President		\$	(633.58)	
			Total	\$	(3,643.91)	
E) Adjustments (B+C)					\$ 3,538.53	
F) Ending Balance (A+E)				Total	\$ 5,193.56	