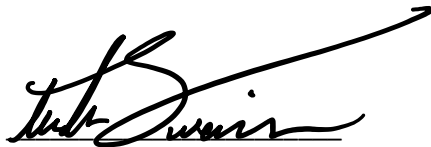


Present: Alex Swain (President), Julie Emms (President-Elect) Tori Carlson (Treasurer), Heidi Gerrish (Secretary), Jessica O'Donnell, Liana Sharp, Robyn Carter, Micaela Varela, Meredith Bode

Absent: None

1. Meeting called to order by President Alex Swain at 1:04pm
2. Board Retreat Agenda presented by Alex Swain, approved by general consent.
3. Introductions by all present included name, role, organization, reason for joining SAVMA, fun facts, and hobbies.
4. SAVMA Board of Directors Presentation
 - a. Roles and responsibilities
 - b. Board Training
 - c. Reviewed board member duties, officer roles and responsibilities, parliamentary procedures
5. Board meeting schedule for 2022
 - a. Meredith Bode moved to set meetings bimonthly for 1.5 hours on the second Friday of the month, 8:30am to 10am, starting on March 11th. Tori Carlson seconded. Approved unanimously.
6. Treasurer's Report and 2021 Budget Review led by Tori Carlson
 - a. Our greatest income last year was through memberships, both organizational and individual.
 - b. Not reflected in 2021 Budget is the deposit we paid the Zoo in 2020 for the 2021 volunteer fair.
 - c. Secretary has checkbook, Treasurer & President have debit cards.
 - d. Last year we closed with a loss of \$2091.62. Current account balance is \$18,532.75.
7. 2022 Budget presented by President Alex Swain
 - a. Presented a breakdown of the proposed annual budget by event tabs, including SAVMA Awards, Zoo Fair in April, ALIVE Hybrid Conference, Annual Meeting, and Holiday Party.
 - b. Discussion around potential for SAVMA Awards in early 2023 and Zoo Fair in 2022. Considered raising vendor price for Zoo Fair to \$40 per table from \$25. United Way is again planning to provide a \$500 sponsorship for food.
 - c. Discussion around sponsorships, including consideration of moving SAVMA Awards event to April 2023.
 - d. ALIVE Conference will likely be online again this year. We operated the conference at a loss in 2021. Considering raising ticket prices to offset registration cost, but will compare cost with other virtual events in Tucson. Alex and Meredith will discuss benefits and challenges of hosting this event last year with Gina to make a plan, and will do some research into the proposed event for this year.
 - e. Group meetings, social events, and networking discussed and proposed \$650 for annual meeting, \$700 for a happy hour event in the summer/fall.
 - f. Board of Directors special meeting for budget approval on Friday, February 11th from 2-4pm. Moved by Heidi, seconded by Julie. Approved unanimously.
 - i. Questions to be discussed prior to the meeting:

1. Zoo Fair expenses and cost? Finalizing that, thinking through the volunteer recognition piece, sponsorships. Will discuss at the next Programs & Events meeting.
 2. Line item for event venue deposits
 3. Programs & Events Committee will investigate TCC and venue costs & dates available for a tentative 2023 SAVMA Awards event
 4. Figure out what the plan is for ALIVE Conference this year and whether or not we should participate this year
8. Committees went into breakout rooms to schedule upcoming meetings. Committees will meet with Alex to share who is the chair and propose their meeting schedule. Committee placements as follows:
- a. Communications: Heidi & Micaela
 - b. Governance & Admin: Tori & Julie
 - c. Program & Events: Alex, Meredith, & Jessica
 - d. Membership: Robyn & Liana
9. The meeting was adjourned at 3:03pm by Alex Swain.



Alexander Swain, President

Income Expense 12/17/2021 to 1/20/2022

Secretary Rec	Reconciled Date	TRANSACTION	Account Code	CATEGORY	AMOUNT		Notes	Credit Card Fees
1/18/2022	1/20/2022	Stripe: Rachel Ostmeyer	5210	Individual	\$43.39	\$18,423.14	Girl Scouts	(\$1.61)
1/6/2022	1/20/2022	Check: US Postal Service	8140	Postage and Shipping	(\$134.00)	\$18,379.75	PO Box annual	
12/23/2021	1/20/2022	MembershipWorks	8400	Information Technology	(\$19.00)	\$18,513.75		

Balance Sheet 12/17/2021 to 1/20/22

		Monthly	YTD Actuals	Annual Budget
Income and	Expenses Start Date:	12/17/2021		
Income and	Expenses End Date:	1/17/2022		2021- needs updating
Account	Title			Amount
4000	Direct Contributions			
4200	grants			
4400	Revenue from indirect			
4500	Government Grants			
5100	Program Service Fees		\$ -	\$ 1,650.00
5200	Membership Dues		\$ -	
5210	Individual	\$43.39	\$ 43.39	\$ 520.00
5220	Organizational		\$ -	\$ 1,200.00
5230	Collegiate		\$ -	
5240	Supporting		\$ -	\$ 200.00
5310	Interest Income		\$ -	
5800	Special Events Income		\$ -	\$ 36,740.00
TOTAL INCOME		\$ 43.39	\$ 43.39	\$ 40,310.00
Expenses				
7500	employees)			
8100	Office Expenses		\$ -	
8120	Printing and Production		\$ -	\$ (1,000.00)
8140	Postage and Shipping	(\$134)	\$ (134.00)	\$ (110.00)
8300	Advertising & Promotion		\$ -	\$ (200.00)
8310	Travel Expenses		\$ -	
8400	Information Technology	(\$19.00)	\$ (19.00)	\$ (228.00)
8530	Membership dues-Org		\$ -	\$ (175.00)
8600	Conferences & Meetings		\$ -	\$ (3,740.00)
8670	Fees		\$ -	\$ (50.00)
8700	Special Events		\$ -	\$ (30,725.00)
8930	Insurance		\$ -	\$ (2,000.00)
8940	Volunteer Recognition		\$ -	\$ (450.00)
8950	Miscellaneous		\$ -	
TOTAL EXPENSE		\$ (153.00)	\$ (153.00)	\$ (38,678.00)
TOTAL NET REVENUE		\$ (109.61)	\$ (109.61)	\$ 1,632.00

Close Date

1/17/2022	Checking Account Balance	\$18,423.14
3/20/2022	Checking Account Balance	
4/20/2022	Checking Account Balance	
5/20/2022	Checking Account Balance	
6/20/2022	Checking Account Balance	
7/20/2022	Checking Account Balance	
8/20/2022	Checking Account Balance	
9/20/2022	Checking Account Balance	
10/20/2022	Checking Account Balance	
11/20/2022	Checking Account Balance	
12/20/2022	Checking Account Balance	

Balance Sheet 12/17/2021 to 1/20/22

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4200 grants				
4400 Revenue from indirect				
4500 Government Grants				
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5200 Membership Dues		\$ -	\$ -	
5210 Individual	\$43.39	\$ 43.39	\$ -	520.00
5220 Organizational		\$ -	\$ -	1,200.00
5230 Collegiate		\$ -	\$ -	
5240 Supporting		\$ -	\$ -	200.00
5310 Interest Income		\$ -	\$ -	
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TOTAL INCOME	\$ 43.39	\$ 43.39	\$ -	\$ 40,310.00
Expenses				
7500 employees)				
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Close Date

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10/20/2022	Checking Account Balance	
11/20/2022	Checking Account Balance	
12/20/2022	Checking Account Balance	