

November 26, 2011
BOARD MEETING
via Internet

CHANGE OF TREASURER DUTIES & TITLES

Due to the need for more involved records, computer work and filings for HIEA, the position of treasurer has become more than volunteers want for responsibility. The Board has made changes to the titles and positions regarding financial matters. These are as follows:

Title of treasurer or financial clerk

Duties shall be - pick up and review all correspondence and make necessary copies and route to proper person/persons on a timely basis
Make deposits to bank
Send out statements to HIEA members when needed

Contract with an outside consultant/bookkeeper

Keep records of deposits, bill paying and other financial records as necessary
File financial reports with IRS, State and other required agencies
Pay bills of HIEA
Make financial reports to the Board when requested
The consultant shall be paid for services by the month at the rate of \$100/month.

Nadeen Walker will be the treasurer/financial clerk. Betty Freeman was offered and accepted the position of consultant/bookkeeper.

The vote was unanimous.

Respectfully submitted,
Marilyn Laubach, secretary