

Motion 1 for Contract Review:

Background:

At the November Finance Committee meeting the Convention Chair requested a check for the full contract amount because the hotel expected immediate payment. This situation demonstrated that contract terms can change with staff turnover, and that SETA must ensure the entire Finance Committee understands financial obligations before a contract is signed. A more organized review process will protect SETA's funds and prevent confusion over payment responsibilities.

Motion:

This motion is to require the Finance Committee to review, as a committee, any contract that holds SETA fiscally responsible (for example hotel or assembly venue). This review will be held with a contract representative. Additionally, this review would go through the contract line by line so that the members have a clear understanding of the contract. This practice will put the burden of review on the committee rather than individuals.