

Finance Committee Meeting Summary

Date: October 17, 2025

Next Meeting: November 19, 2025

Attendees & Introductions

- **Kevin:** Finance Chair (facilitator)
 - **Alicia:** Area Treasurer
 - **Terry:** Finance Committee Member
 - **Shayla:** New Finance Committee Member, District 40
 - **Brandy:** Alternate Treasurer & Alt Secretary for Finance Committee
 - **Other members present; future attendees and past chairs/treasurers to be invited**
-

Main Topics Discussed

1. Review of 2027 Hotel Contract and Legal Review Processes

- **Current Practice:**
 - The hotel contract is brought to the finance committee for review and approval before being signed by the committee chair.
 - No formal legal review has been standard, though an area member (who is an attorney) informally reviewed the last contract; not on retainer or paid.
- **Proposal Raised:**
 - Consider hiring a lawyer (or formalizing a legal review process) to review the 2027 hotel contract, due to past issues—particularly changes implemented post-finance committee approval (Moody Convention incident mentioned, for which further context is needed).
 - Committee members debated the necessity, practicality, and associated costs.
 - Input suggests contracts are typically clear and previous chairs assist with review; too many reviewers may complicate the process.
- **Concerns Noted:**
 - Banquet event orders (additional contracts) often signed close to convention date, making timely legal review challenging.
 - The importance of aligning all contract language (including amendments and additional event orders) with insurance policies to minimize liabilities.
 - The need to clarify who should sign contracts and under what authority, especially if amendments are made after approval.
- **Action:**
 - The committee agreed to table the discussion until the individual who raised the proposal can attend and explain their concerns in full. Past finance chairs and treasurers will also be invited for historical perspective.

2. Potential Annual Legal Review of Finance Committee Procedures

- **Proposal:**
 - Annual review of financial procedures by a legal professional to ensure language and practices do not create unintentional liabilities.
 - Discussion included the logistics and cost of securing such legal services, especially in light of potential frequent amendments to contracts or procedures.
- **Committee Response:**
 - Mixed opinions—some see value in having a professional review, others feel current processes and precedent (review by previous chairs, reliance on clear contract language) are sufficient.
 - Noted that most legal review is billed hourly, so financial impact would need to be explored.
 - Suggestion to possibly create a legal committee within the area or to formalize an ad hoc group of members with relevant legal/contract expertise.
 - Emphasis on self-support and the appropriateness of paying professionals for their services per organizational tradition.

3. Insurance Policy Discussion

- **Current Coverage:**
 - General liability insurance of \$1 million, \$1,000 deductible.
 - Coverage typically secured for event days (e.g., received for assembly, \$213 per day), as required by venues like Sam Jack.
 - Not all venues require insurance by contract, but the area usually obtains it as a precaution.
 - No review of conflict between insurance coverage and contract terms to date.
 - **Action:**
 - Alicia will send a copy of the actual insurance policy to Kevin for review.
 - Suggested that further review be conducted to ensure no conflicts or gaps exist.
-

Action Items & Follow-Ups

- **Tabled Items:**
 - Attorney review of the 2027 hotel contract.
 - Attorney review of finance committee's procedures.
 - **Next Steps:**
 - Invite the member who raised the legal review concern to the next meeting.
 - Invite past finance chairs and treasurers for additional perspective.
 - Alicia to email the insurance policy to Kevin.
 - Research potential costs and process for hiring an attorney if pursued.
 - Consider possible formation of a legal committee or ad hoc contract review group.
-

Additional Points

- Concerns over administrative burden and maintaining organizational traditions of self-support.
- Suggestion to consult with convention chairs and potentially leverage non-attorney contract consultants if legal expertise is not readily available.
- Next meeting scheduled for November 19th.

Transcript

Brady (0:08)

To accept the things we cannot change. Encourage to change the things we can. And this difference.

Kevin (0:14)

All right, so this committee prepares the budget for the following fiscal year. This is done at the budget committee comprised of area treasurer, finance chair, 80 assembly member, requiring funding for. For approved area service work. Also, we study and review the needs of the assembly as a whole as they relate to income and expense, with an aim to ensure a healthy or practical area of financial status that honesty intent of the seven tradition on self support. All right, my name is Kevin. I'm the finance chair. So we're gonna do introductions and I'm gonna just go in order of I see on the screens. And so Alicia.

Alicia (1:01)

I'm Alicia. I'm an alcoholic and I'm Ceda treasurer.

Kevin (1:07)

All right, Terry.

Alicia (1:11)

You're muted.

Kevin (1:16)

Bye.

Terry (1:16)

I'm Terry, alcoholic, and I'm just a finance committee member.

Kevin (1:22)

Shayla.

Shayla June (1:25)

Shayla June, alcoholic. I'm the new finance committee member. Sit in for district 40. Is this the right meeting I'm supposed to come to?

Brady (1:33)

I guess.

Kevin (1:34)

Nice. Yeah. Brandy.

Terry (1:37)

I'm Brandy.

Brady (1:38)

I'm alt treasurer for the area and alt secretary for the finance committee.

Kevin (1:46)

Okay. All right, did everybody have a chance to review the minutes and I'll get your email you on the. You have a cedar email account, okay.

Shayla June (1:58)

No, sir.

Kevin (1:59)

All right, you can reach out to the IT committee chair, I think the webmaster, and she can, uh, get you in, uh, email address. And then I'll start sending the minutes and the agendas out and I include you in the email list. All right, so tonight we have a. We have a very short meeting. So another committee member asked me to ask me to put a couple of things on the agenda. And the first thing is, is should we have a lawyer review the 2027 hotel contract? So as of right now, there is no, you know, the. The committee chair just kind of brings the contract to the finance committee and then we review it and okay it, and then they sign a contract. But right now we have a legal review process. So I open up the floor for discussion and see what you guys think. That's something that we should take into consideration. And then also we might table this discussion and I'll invite some delegates out and some past finance chairs and past treasures out to kind of see what they think about this too, before we potentially bring it to the area. But we'll go ahead and open up the floor.

Brady (3:31)

My name is Brady. I've reviewed the contract and it's pretty, pretty black and white. I don't know. We don't have a We don't have an attorney on retainer, right?

Kevin (3:44)

No. So we do have area member who is an attorney and they reviewed the last contract, but no, we're not paying her. She's time on any. But like I said, this was brought up and so I'm putting it on the agenda to see what the Finance Committee thinks.

Terry (4:06)

Terry, AI does.

Shayla June (4:08)

Is this.

Terry (4:09)

Is this a standard practice that we do is review those.

Kevin (4:14)

We reviewed it. Yeah, we reviewed the. The 2027 contract last month.

Terry (4:20)

Yeah. What I mean, have a attorney review it.

Kevin (4:22)

So. No, this is not something that we normally do.

Terry (4:33)

We probably have somebody that does. The committee has done conference contracts like D or somebody else that doesn't often could look at it real quick. Christina.

Brady (4:48)

Yeah, I reviewed it. It's pretty black and white, but I guess it. Just because of the issues we had at the Moody. The Moody Convention, which I believe was a change that was made after the Finance Committee reviewed it, which I guess. I don't know. I think it's a. I think unless we're going to pay a member to look at it as a legal authority, then we should just review it ourselves.

Kevin (5:25)

So do you feel comfortable. Do you feel comfortable giving the committee a little bit more background information on the incident, or would you prefer me to reach out to somebody who has a little bit more information and put them on the agenda and have them explain, you know, why we even considering this?

Brady (5:44)

Yeah, that's probably a better idea.

Kevin (5:47)

Okay. All right. Yeah, I thought some of them gonna show up tonight, but they not here, but go ahead. Alicia.

Alicia (5:55)

What I was going to say is about the. The reviewing having a. A lawyer maybe. So how they're that convention chair they're supposed to get help from, I think like the three previous convention chairs, and they will help them walk through the contract and kind of guidance. I feel like the more people you add, the more it kind of creates difficulties. I don't know if that makes sense. But, you know, if you. If you have the guidance of the previous chairs, they can usually. The Con Hotel contract is kind of similar in things and they can point out like, hey, this needs to be updated or whatever. But I think the real problem lies because we heard Elena say that she has made adjustments to the contract after signing it. Last Finance Committee meeting, she said she had made adjustments herself is maybe somebody else should sign the contract versus just the chair or what? Because, I mean, ultimately they're signing for us to take over responsibility of things.

Brady (7:19)

Well, we did vote them in to do that, though.

Kevin (7:25)

Marcel.

Shayla June (7:28)

I was just gonna ask what the deadline for the contract to be signed was.

Kevin (7:35)

He said sometime last month, so I think he may have already signed it. It's a possibility.

Brady (7:42)

We did do it. We did a walkthrough on Monday. I don't know that he signed it, but everything looks. Looks legitimate to me.

Terry (7:53)

I think the minute said he was doing need to be signed this month.

Brady (7:58)

Yeah, I think he does need. We are going to sign in the next couple weeks was what he told Melissa.

Kevin (8:05)

All right, I'mma so share something. Let me see if I can pull this up. I never did this before, so can y' all see that?

Shayla June (8:40)

Yes.

Alicia (8:41)

Yeah.

Kevin (8:41)

This is a banquet event order and this is from District 90. And so the actual convention was on or ended August 22nd, and it started on the. The 19th, I think. And so but down here you can vaguely see it, but it. This banquet event order was printed on the 20th or all these first, which means first three days, I mean, three weeks before the, the actual convention. And if you look up here, this is the setup. So this is telling the hotel. The, the. The chair gets with the. The sales director for the hotel. And they tell them, you know, how many chairs they want in the main ballroom, which rooms they want, how they want those set up. And then they make sure that all of these things are set up the way that we want them set up. But this is also a contract. And so one of the things that the person was bringing up was that this is three weeks before convention. It could be two or three weeks before they sign these banquet event works. And so this is a contract. If you look at this language down here, they may not have time to actually get to the finance committee and make sure that this language down here is aligning with the original language in the contract. And then that language is aligning with our insurance policy to make sure that we don't have any liabilities. So this is why this person was upbringing it up. And so that's why, you know, they told me to put this on the agenda. All right, so is there any discussion? All right, so the next agenda item is include review in the financial committee procedures. And so this person also kind of wanted us maybe like, maybe like every year have an attorney go over the financial procedures to make sure that, you

know, we not use any language or we don't have any. We're not practicing any procedures that could potentially create any liabilities. And so I open up the floor for that agenda item.

Brady (11:27)

Do we know how much the attorney would cost?

Kevin (11:31)

No, I haven't. So I haven't looked it up how much an attorney will cost, but I'm not sure if we would maybe have them go over the contract maybe, like, once a year, or if we would actually have them go with the commission chair on the day they sign these back bank with event orders. And also another thing to take into consideration is amendments. You know, sometimes the hotel, they change different things. They also change, like, they have, like, maintenance guys that kind of, like, are over setting up these. Setting up the events, and so they change. Those guys change. And so there's a bunch of different changes. So what we actually have to pay every time one of those changes are made to make sure the lawyer goes over that language to make sure it aligns with our insurance policy. So I don't really know. It's a. It's just a bunch of things that go into the cost of it.

Brady (12:28)

Yeah, it's usually by hour.

Kevin (12:32)

All right, so I'm trying to get the person out here next month, and then I'm gonna try to get some more. Get past chairs and the past treasurers out so they can kind of offer us some more guidance on these two agenda items.

Brady (12:55)

Can I. Can I ask who it was that put that. That asked to put that on the agenda?

Kevin (13:00)

I'll invite them here, and then they want to disclose who they are. Then I'll give them then the opportunity. All right. Is there any more questions?

Terry (13:11)

So, Kevin, So the first one is to hire an attorney to review the 20, 27 hotel contract.

Kevin (13:16)

Correct.

Terry (13:17)

The second one is to hire an attorney to review the finance committee's procedures.

Kevin (13:23)

Right. Okay.

Terry (13:30)

I'm trying to figure out what our procedures are that would require legal review, but.

Kevin (13:38)

All right, so, yeah, I'll invite that person out so they can kind of clarify next month.

Terry (13:44)

At least they're concerned so that we know.

Alicia (13:47)

Yeah, right.

Kevin (13:49)

Yeah. Yeah. I think it's a good. I think it's a good concern. You know, it's something that we should take into consideration. But, Brandy, so overall, with you being on the committee, like, so far, like, what do you think? Do you think we need it?

Brady (14:05)

I mean, I don't. I don't think we do. We discussed all the terms, and.

Alicia (14:11)

I.

Brady (14:12)

Don't know that I would change the language of the contract myself without consulting. Just like it was said, the three past chairs of a convention, and if I thought it was necessary maybe to ask. Ask someone who has knowledge of contracts, but it's pretty. Pretty black and white, I guess. One thing I have not reviewed is our liability insurance policy. So that may be something that we need to add to the. I don't know if Keith has either, but I wouldn't see any. Any conflict of interest that we would take on by signing the contract, so.

Kevin (14:55)

Alicia, do you have a copy of that insurance policy?

Alicia (15:01)

I know what I get each time we do assembly and we get it for one day. It's \$213. And I want to say that's probably the same. Let's. It is.

Shayla June (15:45)

It.

Terry (16:11)

So.

Alicia (16:23)

It's all like a million dollars worth of coverage, like general liability.

Brady (16:31)

Kind.

Kevin (16:32)

Of just short and sweet.

Alicia (16:39)

And I don't know if the hotel requires different coverage or. Or anything like that.

Shayla June (16:48)

Whatever.

Alicia (16:49)

I just get what the Sam Jack requires.

Brady (16:55)

Yeah. So that's required by Sam Jack, right?

Alicia (16:58)

Yeah, it's required. And so I have to submit it to Saint Jack whenever I sign the contract with them. Each quarter.

Brady (17:05)

Yeah.

Alicia (17:05)

And it's. I mean, I know our deductible is a thousand dollars and our limit is a million dollars, but as far as. I mean, I have to do some reading and stuff of what.

Kevin (17:20)

It's like.

Alicia (17:21)

Accidental, in case anybody gets hurt or property damage, I guess, just to cover. So they're not responsible. We are. But I know why we started doing also insurance with the convention is because of the Moody thing.

Brady (17:43)

I'm just scanning this to see if there's a. Yeah, I don't show any requirement for insurance in this contract.

Alicia (17:58)

But we would still get it, right?

Shayla June (17:59)

Right.

Alicia (18:00)

Yeah.

Kevin (18:03)

Okay. All right. Can you send me a copy of the actual insurance policy?

Alicia (18:12)

Yes, I'll send it right now.

Brady (18:16)

Yeah, no, it's definitely a good idea to have it. I don't think it's a requirement, especially since we won't be. I think if you have alcohol being served, I think you have to get.

Alicia (18:30)

Security and insurance, but I always say no. And they ask, you know, all kinds of, like, carnival rides and stuff like that. But I don't really think that we would need to. I don't know if I don't know enough about it or what, but involving attorneys into looking at our policy or like our procedures, what we do as a finance committee, I don't.

Kevin (19:00)

I don't know.

Alicia (19:01)

I want to know, too, who is asking this, but just because, like, to me, I feel like we already have a lot of work going on and doing inside the finance community committee, it's.

Terry (19:14)

Going to be more.

Kevin (19:16)

Another option is to maybe get with Patty and see if she wanted to potentially start a legal committee and then have them go over our contracts and our financial policies. So that's Another option too maybe have lawyers serve of the warning requirements. But we don't have that many lawyers coming to the assemblies.

Brady (19:46)

Well, if we're going to ask them for their professional services, we need to pay them to be fully self supporting. Declining outside contribution. So you need to know the cost.

Kevin (20:00)

All right, SA.

Shayla June (20:04)

I served on Spirit of Houston and we ran into some contract issues because. Because we were dissolving. You know, we knew that was our last year of the conference and we had a consultant on the team wasn't not legal lawyer, but he was a consultant that his business was reviewing contracts and he found a loophole that helped us tremendously afterwards because they tried to tack some stuff on, you know, and so I like, I don't know any of the background. I know I'm new, but I just want to let you know, like have we not had that consultation looking over that contract like thoroughly, we would have been a lot of trouble, you know, so I think always this extra set

of eyes and if it's not a legal person, professional, you know, but the committee, like you're talking about someone that's familiar with this stuff. I think that's a great idea to step committee there.

Kevin (20:57)

All right, thank you. All right, you need more discussion.

Shayla June (21:03)

I.

Brady (21:03)

Say we table it until the person who requested it comes to the committee meeting. That's a motion.

Terry (21:18)

I'll second it.

Kevin (21:28)

Put it on the agenda next month. Does anybody have any items they wish to discuss or present, any questions or anything? All right, if there's nothing else, we'll meet on November 19th at the same time and let's close with the responsibility statement.

Brady (22:05)

All right, thanks, Kevin.

Shayla June (22:08)

Thanks for having me.

Brady (22:09)

Bye. See y' all later.

Kevin (24:26)

It's.