



Arizona Funeral, Cemetery and Cremation Association

BOARD MEETING
St. Francis Cemetery
Phoenix, AZ
Thursday, July 9, 2015
10:30 am

MINUTES

In attendance:

Board

Paul Neville, President
Hillary Adair, Vice President
Amie Gazda, Secretary
Mike Darus, Treasurer
Joe Salyards
Jeff Cruz
Jim Ahearne
Greg Coury
Donna Backhaus
Liz Zeig

Absent

Butch Hampton
Steve Palmer
David Long

Staff

Heather Long, Executive Director

1. Call to Order

Meeting called to order at 10:48 AM by President Paul Neville.

2. Reports

a. President's Report

Paul recommended that during the Executive Board meeting months, with he and Hillary down in Tucson, maybe we try to do conference calls a few of the months vs. driving to meet each other. Amie, Mike and Heather agreed that would be a good solution.

b. Secretary

Amie Gazda presented the minutes of the May 13th, 2015 meeting.

Motion to accept the May 13th report made by Joe Salyards, seconded by Hillary Adair. Motion carried unanimously.

c. Treasurer

Mike Darus presented the Profit and Loss report in comparison of the previous year. There has been a shift in memberships, where they are actually going up and we made a bit more money over last year. Our Convention pulled in roughly \$10,000 with about \$3000 in outstanding invoices still out. We spent more on speakers this year, but our Food & Beverage was much lower than previous years, so it evened out. Our end of the year balance equals to about \$3900, which is about \$2000 more than last fiscal year.

Mike Darus has asked the board if they feel that we need to put together a budget committee or continue to go month-to-month, year over year. Jim Ahearne feels that the way it has been handled has been conducive to the board as it goes on. Mike will continue tweaking the budget.

Motion to accept the treasurer's report as of 2015 Fiscal year made by Joe Salyards, seconded by Amie Gazda. Motion carried unanimously.

d. Executive Director

Heather has her semi-annual Association Executive Director meeting next week in Orlando, FL. She is excited to come back with new ideas to help the association and convention next year.

Heather and the accounting firm recently discovered that no American Express deposits have been made into our bank account since January of 2015. We have put together a list of the deposits totaling \$13,400 and have verified that they settled through the credit card processor and has hit the cards of the customer, just no deposits have been made. Heather speculates that somehow they are still hitting the old merchant number account and the funds are being held in limbo. The issue has been verifying this as they need the bank account that was associated with this merchant ID from back in 2002. She thinks she has found the information and is confident that she will have this resolved before the next meeting.

Now that David is no longer a member of the executive board, the close authorized signer is 25 miles away. This makes it difficult for Heather to pay bills effectively, while keeping mileage low.

Jim Ahearne made a motion to keep David Long as a signer for checks through the next fiscal year, seconded by Jeff Cruz. Motion carried unanimously.

e. NFDA Update

Steve Palmer is attending the NFDA Leadership Conference in Orlando.

f. ICCFA Update

The ICCFA September Leadership conference will be held in Tucson, all members are encouraged to attend. Loews Ventana Canyon, September 30 – October 2.

g. Supplier Representatives Update

A few items about convention. Suppliers felt it to be unfortunate that they could not use credit cards at various events throughout convention as they were only cash only bars. They would like to see if in the future, they can make sure all bars can take a credit card or charge to their room.

The suppliers did feel that it was the best vendor room layout yet. There was more face to face time with all meals held within the vendor room, and it was not cramped. They liked the flow of people from vendor room to meeting room. This is a winning set up.

h. Foundation for Children Update

The Foundation meeting had a representative from the AZAAP/Medical Service Project in attendance to provide information to the board about their program. The Medical Service Project is similar to the foundation in that they work with school nurses to help children with medical needs, however they have a \$500 cap per child per year. Occasionally they have children that have needs that extend past that cap, so they are looking for groups that can assist with those funds. The Foundation for Children board voted and unanimously agreed to create an affiliation with the AZAAP/Medical Service Project. It will continue to work in the fashion where requests will come through Mary Freeland and then she will receive board approval on each case that meets our criteria. We have unofficial amount allocated

to the group and will try out this system for the next school year to see how the relationship works out.

i. Education Committee

Another large class, close to 40, is enrolled in the program. School begins August 24, so we will need to meet the students right away to create excitement about the William Aaron scholarship.

3. Continuing Business

a. Convention 2015

See notes from supplier section on comments from suppliers. Most feedback from attendees was positive. The speakers were educational, entertaining and attendees liked how they were broken up so that it didn't seem like they were sitting in classes for 8 hours each day. Most enjoyed the location, despite its distance from central Phoenix. Majority of attendees liked the days scheduled for Tuesday-Thursday, versus Wednesday-Friday. Only a couple mentioned they wished it ended Friday so they could extend into the weekend. However, this was not a huge concern and the board feels that the Tue-Thur is a much better fit.

Next year's convention will most likely be held at a valley casino. Heather intends to put together an RFP and setting up site visits for August or September.

b. Legislative Committee – HB2116 Bill Meeting with SCI

The HB2116 bill has been in different formats and bill names over the past two years. In April 2015, SCI agreed to table the bill once again and work with an AFCCA created committee to re-write the bill to make everyone happy. Today, Paul Neville appointed a committee of Ron Adair, Brad Hansen, Jim Ahearne, Jeff Cruz, and Mike Darus to meet with Mangum Law and the SCI lawyers.

4. New Business

a. Financial Recap with Tim Metcalf

Tim Metcalf was unable to attend at the last minute.

b. Fall Festival

Heather has put down a deposit at the Brat Haus in Old Town Scottsdale for November 14, 2015. Save the dates will be sent out soon.

5. Future Agenda Items

a. New Convention Fees

b. Legislative Committee Recap

c. Compensation for Executive Director

6. Adjourn

■ **Motion to adjourn the meeting at 12:33 made by Paul Neville. Seconded by Amie Gazda. Motion carried unanimously.**

Meeting adjourned at 11:41pm. Respectfully submitted by Amie Gazda; prepared by Heather Long. The next full board meeting will be Thursday, September 10, 2015 at 10:30 AM, to be held at St. Francis Cemetery unless otherwise noted.