

2011-12 Year-End Reporting General Findings

Dear Club Leaders,

Thank you working with your officers to complete the Year-End Reporting for your club. The findings are broken into two sections. First in the General Findings, you will see issues that more than 50% of the clubs are having and some suggestions for resolution. Secondly, you will see specific issues to your club's Year-End Reporting.

I. General Findings in Club Year-End Records Review

- **Outreach:** Form C1116 calls for the Vice President of Membership, which many clubs do not have. However, one of your elected officers should have the duty of coordinating publicity or outreach for the club. This is the persons who should be listed here, even if they are not the Vice President.
 - Supporting documentation should be included with your Outreach/Publicity Documentation form. This can be copies of the flyers posted, email samples, copies of the notice in the paper, etc.
- **Peer Review Checklist:** This form is frequently signed without any checks for further action needed or satisfactory findings.
- **Minutes:**
 - Motions & votes are not being captured fully with the motion explicitly written, the person making the motion, the name of the person offering the second and whether the motion passes.
 - The **Treasurers Report** is lacking or completely missing from the minutes. This is critical information that needs to be included in the minutes. It demonstrates that the club is being well-informed about the financial state of the club. At a minimum, the minutes should record the starting and closing balance for the month, how the clubs money was spent during the month and present any expenditures, not budgeted, to the club for a vote. At the officer trainings this year, we discussed giving the secretary of the club a written Treasurers Report to help alleviate this problem.
 - Capture the names of everyone giving a report during the meeting.