



Board of Directors Meeting

May 14, 2:30pm ET

Minutes

Draft: May 14, 2018

Accepted: June 18, 2018

Attendees

Tim L, Bob S, Denise S, Gavan W, Laura K, Valerie L, Dianne B, Christine G, Brett M, Erika K, Ute F, Jeanette M.

Regrets

Tim H, Aline G.

Reference Material

- April 2018 minutes
 - 2017 draft audited financial statement
 - Comments on Draft of 2017 Audited Financial Statements
-

Notes

Agenda

1. Call to order and welcome

Leader: [@Denise S](#)

Called to order 2:34pm ET

2. Approval of the agenda

Time: 1 min

Purpose: make a decision

Leader: [@Denise S](#)

Preparation: Review agenda

Moved by Valerie, seconded by L. Kinderman.

- Amended agenda approved.

3. Approval of minutes of April 2018

Time: 5 minutes

Purpose: make a decision

Leader: [@Denise S](#)

Preparation: Review April 2018 minutes

Moved by L. Kinderman, seconded by D. Stockley.

- Passed with 1 Abstention

4. Review of the 2017 draft audited financial statements.

Time: 30 minutes

Purpose: Prepare for the AGM.

Leader: [@Bob S](#)

Preparation: Review: 1) 2017 draft audited financial statement and 2) Comments on Draft of 2017 Audited Financial Statements.

- Independent auditor's report notes a qualified opinion, as the auditors are not able to review all numbers due to lack of access to documents supporting final expense numbers from STLHE 2017 conference; this is normal for the Society.
- Statement of Financial Position:
 - Bob notes significant cash reserves.
 - Deferred conference revenue—new line due to STLHE collecting EDC conference registration.
 - Growth in unrestricted net asset balance; available for use at the discretion of the board.
- Statement of changes in net assets-restricted: Bob posted comments in the comments document related to four funds.
- Statement of Operations, general operations; three items to note: 1) conference net revenue at a record high; 2) Society professional fees lower than 2016; 3) website maintenance costs lower than 2016.
- In summary, Bob notes that the Society is in a strong financial position.
- Tim thanks Bob for his work during his tenure as Treasurer

MOTION (Moved by R. Sproule, seconded by L. Kinderman): I move that the STLHE Board of Directors recommends the approval, at the 2018 AGM, of the audited financial statements for the year ending December 31, 2017.

Yes: 11 No: 0 Abstain: 0

- Final audited statements will be prepared and voted on at the AGM next month.

5. Other business

- None.

MOTION (Moved by D. Stockley, seconded by G. Watson): I move that this meeting is adjourned.

Yes: 11, No: 0, Abstain: 0

Next board meeting

June 18, 8:30am-5:00pm Eastern

Decisions

Action items

Items for next meeting
