



Board Report

Date: 6/28/2011

Name: June Hagler

Position: National Office Manager

General update since last meeting/conference call:

- As of 6/20/2011: Operating account = \$8,032.54; Savings account = \$17,212.23; Investment account = \$412,276.95 – Summary report attached
- As of 6/20/2011: current members = 429
- As of 6/20/2011: Conference registrations = 22 & 1 exhibitor
- As of 6/20/2011: SEE Training registrations = Track A, 2; Track B, 4
- 2010 federal taxes to be filed by 8/1 after filing extension

Action Items assigned to me and results or progress:

- Discussion board on ATAC implemented; only 22 members registered since implementation; no messages sent
- Mission Statement posted at http://nsea.info/docs/toc_about.html & <http://nsea.info/index.html>
- Changed contact information for Research Grant at <http://nsea.info/docs/services/grants.html>
- Patty Aguilera's name removed from Committee Chair position
- Contacted Cathy Underwood about LinkedIn Groups social network site; joined group and waiting to hear from Cathy
- 75th Anniversary slides not yet edited for website banner; Vicki Clary sending me the file on a flash drive that I mailed her
- Copyright requirements for SEE Training based on recent changes
 - copyright registration of a "derivative work" needed (not started application yet)
- 2013 New Orleans conference hotel decision

Issues that need attention and/or discussion:

- National Office contract renewal
- Home Office Manager yearly evaluation
- Browser-Vista vs. Windows 7

Budget 2011 - Current Year
1/1/2011 through 12/31/2011 Using 2011 Budget

Category Description	1/1/2011 Actual	- Budget	12/31/2011 Difference
Business Expenses			
500 - EXPENSE			
501 - PRESIDENT			
Audit Review Meeting	0.00	-2,000.00	2,000.00
Discretionary Travel	-1,363.20	-2,000.00	636.80
Executive Board Meetings			
1-Conference Calls	-86.83	-200.00	113.17
2-Winter Board Mtg			
Hotel	-3,119.97	0.00	-3,119.97
Meals	-1,413.37	0.00	-1,413.37
Travel	-3,148.37	0.00	-3,148.37
Other 500 - EXPENSE:501 - PRESID...	0.00	-10,000.00	10,000.00
TOTAL 2-Winter Board Mtg	-7,681.71	-10,000.00	2,318.29
3-Summer Board Mtg			
Travel	-4,159.10	0.00	-4,159.10
Other 500 - EXPENSE:501 - PRESID...	0.00	-11,000.00	11,000.00
TOTAL 3-Summer Board Mtg	-4,159.10	-11,000.00	6,840.90
4-Fall Board Meeting			
Other 500 - EXPENSE:501 - PRESID...	0.00	-8,500.00	8,500.00
TOTAL 4-Fall Board Meeting	0.00	-8,500.00	8,500.00
TOTAL Executive Board Meetings	-11,927.64	-29,700.00	17,772.36
Gifts	-50.00	-500.00	450.00
Misc	0.00	-100.00	100.00
President's Meeting	-37.72	-1,500.00	1,462.28
Public Relations	0.00	-250.00	250.00
Regional Boards Reception	0.00	-500.00	500.00
The Work Book	-5.16	-50.00	44.84
TOTAL 501 - PRESIDENT	-13,383.72	-36,600.00	23,216.28
504 - VP FOR ADMINISTRATION			
Elections	0.00	-200.00	200.00
TOTAL 504 - VP FOR ADMINISTRATION	0.00	-200.00	200.00
505 - VP FOR COMMUNICATIONS			
Newsletter	-294.00	-350.00	56.00
Website	-1,500.00	-3,500.00	2,000.00
TOTAL 505 - VP FOR COMMUNICATIONS	-1,794.00	-3,850.00	2,056.00
506 - VP for MEMBER SERVICES			
1 - Awards	0.00	-500.00	500.00
2 - Best of NSEA	0.00	-550.00	550.00
4 - Diversity Program Committee	0.00	-1,000.00	1,000.00
5 - SEE Training			
1 SEE Manual Printing	0.00	-1,000.00	1,000.00
3 Train-the-Trainer	-3,011.89	-1,750.00	-1,261.89
4 SEE Trainer Expense	-500.00	-500.00	0.00
5 TtheT Scholarships	-1,595.43	-3,200.00	1,604.57
6 SEE Conference Calls	0.00	-50.00	50.00
TOTAL 5 - SEE Training	-5,107.32	-6,500.00	1,392.68
6 - On-site & Distance Learning	-157.74	-1,500.00	1,342.26
7 - SEOTY			
1 - NSEA SEOTY Award	-1,116.06	-1,100.00	-16.06
2 - NSEA SEOTY Travel	-300.97	-600.00	299.03

Budget 2011 - Current Year
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Category Description	1/1/2011 Actual	- Budget	12/31/2011 Difference
3 -UPS Membership Award	0.00	-250.00	250.00
6 - SEOTY Regional Expense	-1,500.00	-2,000.00	500.00
TOTAL 7 - SEOTY	-2,917.03	-3,950.00	1,032.97
TOTAL 506 - VP for MEMBER SERVICES	-8,182.09	-14,000.00	5,817.91
507 - VP for EXTERNAL AFFAIRS			
Advancement	0.00	-100.00	100.00
Journal	0.00	-100.00	100.00
Membership Recruitment	-1,318.11	-1,500.00	181.89
Research Grants	0.00	-500.00	500.00
TOTAL 507 - VP for EXTERNAL AFFAIRS	-1,318.11	-2,200.00	881.89
508 - VP for FINANCE			
1 - SCHOLARSHIPS			
Conference Scholarships	0.00	-4,080.00	4,080.00
Diversity-Training Scholarship	0.00	-1,500.00	1,500.00
Professional Development Schol	0.00	-2,000.00	2,000.00
SEE Scholarships	0.00	-1,400.00	1,400.00
SEOTY Grant Funds	0.00	-2,000.00	2,000.00
TOTAL 1 - SCHOLARSHIPS	0.00	-10,980.00	10,980.00
2 - CREDIT CARD FEES	-292.75	-300.00	7.25
2 - NATIONAL OFFICE			
Bank Charges	-29.50	-100.00	70.50
Corporation Fees	-50.00	-175.00	125.00
Liability Insurance	0.00	-2,300.00	2,300.00
Management Fee			
Home Office Richardson, TX	-9,625.00	-23,700.00	14,075.00
TOTAL Management Fee	-9,625.00	-23,700.00	14,075.00
Office Supplies	-232.18	-500.00	267.82
Phone-Fax-Internet	-225.40	-600.00	374.60
Postage-Shipping	-14.97	-300.00	285.03
Tax Preparation	-161.95	-2,750.00	2,588.05
TOTAL 2 - NATIONAL OFFICE	-10,339.00	-30,425.00	20,086.00
TOTAL 508 - VP for FINANCE	-10,631.75	-41,705.00	31,073.25
510 - REGIONS			
Best of Region	0.00	-500.00	500.00
TOTAL 510 - REGIONS	0.00	-500.00	500.00
511 - CONFERENCE			
Site Selection	-614.59	-1,500.00	885.41
TOTAL 511 - CONFERENCE	-614.59	-1,500.00	885.41
512 - OTHER EXPENSE			
International Outreach	0.00	-1,520.00	1,520.00
TOTAL 512 - OTHER EXPENSE	0.00	-1,520.00	1,520.00
TOTAL 500 - EXPENSE	-35,924.26	-102,075.00	66,150.74
CONF ADJUSTMENTS TO INCOME			
3C SEE Training to Region	0.00	-4,170.00	4,170.00
TOTAL CONF ADJUSTMENTS TO INCOME	0.00	-4,170.00	4,170.00
CONF EXPENSES			
1C Gifts			
Committee & Presenter Gifts	0.00	-700.00	700.00
Participant gifts	0.00	-1,500.00	1,500.00
TOTAL 1C Gifts	0.00	-2,200.00	2,200.00
2C Planning Committee			

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Category Description	1/1/2011 Actual	- Budget	12/31/2011 Difference
Conference Calls	-53.93	-100.00	46.07
Sponsorship Expenses	-250.00	-50.00	-200.00
Travel	0.00	-2,400.00	2,400.00
TOTAL 2C Planning Committee	-303.93	-2,550.00	2,246.07
3C Hospitality Suite			
Food & Beverage	0.00	-500.00	500.00
TOTAL 3C Hospitality Suite	0.00	-500.00	500.00
4C Hotel			
AV Equipment	0.00	-2,500.00	2,500.00
Food & Beverage	0.00	-30,000.00	30,000.00
Miscellaneous	-1,157.50	-150.00	-1,007.50
Parking & Tips	0.00	-200.00	200.00
TOTAL 4C Hotel	-1,157.50	-32,850.00	31,692.50
5C Program			
Evaluations	0.00	-100.00	100.00
Keynote Speakers	-875.00	-4,000.00	3,125.00
TOTAL 5C Program	-875.00	-4,100.00	3,225.00
6C Publicity			
Advertising	0.00	-250.00	250.00
Postage & Shipping	0.00	-440.00	440.00
Printing	-480.86	-200.00	-280.86
TOTAL 6C Publicity	-480.86	-890.00	409.14
7C Registration			
Computer Services	-275.00	0.00	-275.00
Supplies	0.00	-150.00	150.00
TOTAL 7C Registration	-275.00	-150.00	-125.00
8C President's Reception	0.00	-500.00	500.00
TOTAL CONF EXPENSES	-3,092.29	-43,740.00	40,647.71
TOTAL Business Expenses	-39,016.55	-149,985.00	110,968.45

Business Income

400 - INCOME			
401 - Membership Dues	20,094.77	52,925.00	-32,830.23
402 - Grants	25,000.00	25,000.00	0.00
403 - CONFERENCE			
Conference Profit	0.00	16,000.00	-16,000.00
TOTAL 403 - CONFERENCE	0.00	16,000.00	-16,000.00
405 - SEE TRAINING			
Train the Trainer	1,000.00	0.00	1,000.00
Training Manuals	0.00	6,000.00	-6,000.00
TOTAL 405 - SEE TRAINING	1,000.00	6,000.00	-5,000.00
406 - PROFESSIONAL DEVELOPMENT			
On-site & Distance Learning	760.30	2,000.00	-1,239.70
TOTAL 406 - PROFESSIONAL DEVELOP...	760.30	2,000.00	-1,239.70
407 - OTHER INCOME			
Interest Income	90.93	150.00	-59.07
TOTAL 407 - OTHER INCOME	90.93	150.00	-59.07
TOTAL 400 - INCOME	46,946.00	102,075.00	-55,129.00
CONF INCOME			
1C Full Registrations	5,368.45	57,750.00	-52,381.55
2C One Day Registrations	0.00	600.00	-600.00

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Category Description	1/1/2011 Actual	- Budget	12/31/2011 Difference
3C SEE Training	818.45	4,170.00	-3,351.55
4C Guest Meals	45.00	300.00	-255.00
5C Exhibitors	1,000.00	1,000.00	0.00
6C Sponsors	0.00	1,000.00	-1,000.00
TOTAL CONF INCOME	7,231.90	64,820.00	-57,588.10
TOTAL Business Income	54,177.90	166,895.00	-112,717.10
Discretionary			
TOTAL Discretionary	0.00	0.00	0.00
Unassigned			
Uncategorized	-1.40	0.00	-1.40
TOTAL Unassigned	-1.40	0.00	-1.40
OVERALL TOTAL	15,159.95	16,910.00	-1,750.05