

4/10/2025 @ 1300 hrs. [ET] – held via Microsoft Teams Mtg

- **Amanda DiStefano, Vice President of Administration & Acting President [present via chat]**
- **Kelly Jones, Vice President of Membership [present]**
- **Adrienne Hoffman-Lewis, Treasurer [present]**
- **Christine Garvin, Secretary [present]**

### **(Acting) President & VP of Administration [Amanda DiStefano]**

#### **Training**

- Working on scheduling **Power BI** trainer for May's monthly training session
- Adrienne is working on scheduling NCMEC training session for either May or June; will wait to see if PowerBI training is confirmed for May

### **VP of Membership [Kelly Jones]**

#### **Membership/Invoices**

- Working on creating 2 “new” spreadsheets: an “active” and an “inactive” for members that are current on dues or have not paid
- Several invoices went out last August and the recipient(s) never responded; wondering if emails with an invoice attached are going to spam folders. This can happen especially with government email addresses.
  - Planning for future mass invoice emails, to send an email about 1-week prior letting the recipient know they should be receiving an email with an invoice attached within the next week and to please check their spam or junk folders. This should help alleviate the possibility of missed emails.
  - For those that have not responded to last year's invoice emails, planning to send out a reminder email and then if no response will take them off the “active” list and move them to the “inactive” list
  - Working on creating invoices for those that have applied to join and were never invoiced.
- Dual memberships
  - Issue with a member stating they paid IACA directly, but we believe we were billed for them as well in our mass billing in August; need to get a list of names from IACA to see who was paid for by us
  - Also want to request a list from IACA of MARACA members who are also IACA members

## Conferences

- MARGIN conference March 17-19, 2025
  - Very well received; lots of interest in MARACA
  - Table set up to represent MARACA with flyers.
  - Digital copy of our logo used in their Ppt and had it on scrolling during breaks.
  - MARGIN is willing to forward trainings to their members; just send it to them
- CLEIG conference, Ocean City [MD] November 2025
  - Table with flyers, banner, raffle - 1 year MARACA [only] membership

## Goals:

- create 2 membership spreadsheets [active, inactive].
- start working on invoices for 2025/2026 as early as May with the goal of having them ready to go out by 7/25/2025.
- Be better at checking new membership applications
- Be better at checking for payments & renewals

## Treasurer [Adrienne Hoffman-Lewis]

Shared spreadsheet in reference to tracking invoices, billing, etc.:

ACCOUNT BALANCES				
Row Labels	Sum of \$ IN	Sum of FEES	Sum of \$ OUT	Balance
Checking 7986	\$ 1,203.05	\$ 54.84	\$ 1,415.06	(\$266.85)
Square	\$ 1,125.29	\$ 42.64	\$ -	\$1,082.65
Grand Total	\$ 2,328.34	\$ 97.48	\$ 1,415.06	\$815.80

- Created a budget with the spreadsheet; we are holding steady as of now but not doing great
  - Website is expensive & Resident Agent is a lot & don't feel we are getting our money's worth, but we need them for a physical address for MARACA
    - Can't use a PO Box
    - If our employer would allow us to use their address that is an option
      - Not sure if it can be a Maryland address, may have to be a Pennsylvania address

**Tax filing** – filed state [pa] 4/1, federal taxes 4/7 – super easy; did not need the Resident Agent to do it and charge us \$100

## Goal(s)

- to contact someone at PA Department of State to see if we need to register; we are technically registered as a Domestic nonprofit corporation in Pennsylvania, but do we need to also register with the bureau of charitable organization or can we request a

waiver since we do not make that much money; registered agent has not been helpful in getting answers

- Need to file to be tax exempt with federal government
  - would like to have all this done by next quarterly meeting
- keep up with logging paid invoices on the membership spreadsheet

Do other associations use registered agent? If not, what address are they using?

- Will check with RAC [Christine]

### **Secretary [Christine Garvin]**

#### **April Lunch & Learn Training, BJA CAR Program**

- 15 registered attendees, including us & presenter [as of 4/10/2025]
- Microsoft Teams invitation needs sent out
  - Amanda will send it out today
- Introduction at training will be handled by Amanda

#### **RAC [Regional Associations Committee] Updates**

- Regional associations merchandise topic brought up at last RAC mtg; issues with storing merchandise, etc. [some have their own store websites, some use SquadLocker]
  - Squadlocker
    - No costs to us; I tentatively set up an account with them to see what it would be like. You go through and choose what items you want in “your” store; you can add a percentage [5-15%] over the set price and that amount is considered a “fundraiser” for the association. Once there is money, they cut a check and mail it to the associations address. How would this work for tax purposes, is it considerable charitable income? – Adrienne will look into
- Theshareway.com is a website for getting donations to help associations, etc
  - <https://www.theshareway.com/>
  - Look into it and see if this is something we may want to try
- Memberships/invoicing – I reached out to regionals to find out how they handle theirs
  - NORCAN – mix of STRIPE & forms on website [membership management tool on website], they created a form & VP Membership inputs the proper information on the membership tool which allows access to parts of the website that are members only; STRIPE integrates right into website so memberships can be paid immediately but there are normally a couple that mess up and refunds have to be issued; STRIPE creates the invoices
  - Florida – website built off Word Press; able to build custom forms and invoices, extract/export membership/training data, have automatic account renewals sent, and connect both Square [for store items] & CC processing site to obtain payments; prior to this all memberships and trainings were tracked on spreadsheets
  - WILEAN – MS Access for all membership tracking & invoicing. Website, very basic, is used for new member registration, membership renewals, & training/conference registrations. Payment is directed thru a link to STRIPE account

- Arizona – uses Wild Apricot now; prior used Excel [one file for financials [which is still used] and another for membership [which is no longer used]. When it was only Excel being used, renewal process fell on treasurer [invoicing] & webmaster [processing membership for the website]; used a lot of cross-checking to make sure that nothing fell thru the cracks

### **RAPP [Regional Associations Perk Program]**

- Emailed our chosen winner from last year's virtual conference his code for this year's IACA conference

### **2025 Elections, President, VP Membership & Treasurer**

- Email went out 4/1; 4/20 starts the self-nomination phase, this will be open until 5/17, I will send an email reminder out @ 4/20.
- Survey for committee volunteers: training committee and membership committee.
  - No responses to date

### **IACA Conference 9/8 – 9/12 [2025]**

- Who is planning on attending?
- There will be plenty of room for regionals to host their own meetings, etc.
  - Would we be interested in having an in-person gathering for any members in attendance?
- Banner – I am working on getting us a cloth banner for the table
- The raffle basket for MARACA
  - Working on getting all the items for the basket to be raffled
- Buttons for this year's conference, maybe we can get Kelsey to start working on some ideas

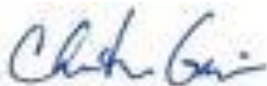
**Next Executive Board Meeting:** 7/8/2025 at 12:30pm, virtual

Future Quarterly Executive Board meetings in 2025 for the second Tuesday of the month:

10/14/2025 12:30pm

1/13/2026 12:30pm

Meeting ended @ 1340 hrs.




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Secretary

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4/10/2025

Date