



As approved by the Trustees via email September 5, 2018

**Meeting Minutes  
NRHS Fund, Inc. Board of Trustees  
Meeting  
Ramada Inn Downtown, Cumberland, MD  
Thursday, August 9, 2017**

Pursuant to notice, the Board of Trustees of the NRHS Fund, Inc. met on Thursday, August 9, 2018.

**Call to Order**

The meeting was called to order at 7:00 p.m. EDT on Thursday, August 9, 2018.

**Roll Call**

The Trustee attendance for this meeting was as follows:

Name	Office	Present	Absent
Wes Weis	President	A	
James Badgley	Trustee	P	
Bob Bitzer	Trustee	A	
Wes Ross	Trustee	P	
Jeff Smith	Trustee		U
Marlin Taylor	Trustee	A	
Vacant	Trustee		

A=Attended P=Attendance by Phone E=Excused Absence U=Unexcused Absence

There was a quorum present to conduct business. NRHS Fund, Inc., Vice President/Secretary Robert Ernst, NRHS President Al Weber, NRHS Vice President Joe Maloney, NRHS Directors Jack Hilborn, Steven Siegerist, Harold Shaak, Charles Webb and Skip Waters. NRHS members Ron Gawedzinski, Bob Heavenrich, Dawn Holmberg, Dan Meyer, Peter Senin, Carl Jensen, Victor Varney and John Sweigart were in attendance.

**NRHS Fund Financial Report / Audit Report / Expense Report**

NRHS Comptroller Bob Heavenrich reviewed the NRHS Fund Audit. He had a few concerns. Based on current accounting standards the Fund may be asked to explain how it was determined what amount of money is to be invested. The NRHS Fund needs a Whistle Blowers Policy. The same policy from the NRHS can be used with changing the name. The Fund will need a document retention policy. PayPal requires \$5K – \$10K which is not covered by FDIC. Neon is not able to handle mixed income easily, dues and donations. Membership and

donations go into one account and need to be divided to the NRHS and NRHS Fund. The separation of transactions is a manual process.

### **Additional Business**

No funding requests were brought to the Board.

The NRHS Fund is looking for a new Treasurer. It was suggested to place a notice in the NRHS News for a recruit.

The NRHS Fund needs a standard form for money transfer requests. Bob Bitzer will work on a procedure and a form which will show the control of a money transfer. The form will require a dual signature which can be electronic. Except for expenses to be paid by the NRHS Fund, the NRHS Fund can only send money to the NRHS on request. No outside entity can request money directly from the NRHS Fund.

A 2019 budget will be required for the Fall Conference. The NRHS Fund will need to look at its business plan and fundraising expenses for 2019.

The NRHS Fund is seeking individuals to assist on the Investment Committee. The Committee includes Wes Weis, James Badgley, Steven Siegerist, Bob Bitzer and John Fiorilla.

Steven Siegerist noted the NRHS Fund needs an Investment Policy and to define how dividends and interest is being accounted. Currently it is unclear how the dividends and interest is being distributed into the accounts.

An Investment Policy will be presented at the Fall Conference. Bob Bitzer will re-distribute his proposal for updating prior to the meeting.

### **Fundraising for NRHS Programs**

Marlin Taylor will continue to work on Donation Ask letters. He still has a concern that the current NRHS website is inadequate for fundraising. NRHS President Weber indicated that Dawn Holmberg is actively working on a new website.

Wes Weis discussed the possibility of receiving money from the Sam Freeman Trust Fund. There is a potential to receive \$25,000 to use as needed. Wes is working on the application required for this grant.

There was a general discussion on Neon's capability to assist in the fundraising process. Neon is capable to process donations and automatically reply with thank you emails and letters. There is a need for the NRHS Fund to investigate how Neon will be part of this process.

The NRHS Fund will be asking the NRHS members to check with their employers if they have a matching grants program. Wes Ross is asking everyone to remind members to donate to the

CFC by October 1<sup>st</sup> for the next campaign.

Bob Bitzer will send out a package of information to the Trustees on donation request material. This is copies of other organization's donation ask letters and general information of donation requests.

### **Next Meeting**

The next meeting of the NRHS Fund Board of Trustees is to be held at the NRHS Conference in Scranton, PA. The meeting is scheduled for Friday, October 12, 2018 at 8:00PM EDT.

### **Adjourn**

The Trustee meeting adjourned at 8:21PM EDT

Respectfully Submitted:

---

Robert Ernst  
NRHS Fund, Inc., Secretary