

**AMATYC Executive Board Meeting
SCC 2015**

Thursday June 11, 2015

The meeting was called to order at 3:00 PM EDT by President Nancy Sattler. The following members of the Executive Board were present:

Nancy Sattler	President	Dan Fahringer	Mid-Atlantic Vice President
Jim Roznowski	Past President	Jim Ham	Midwest Vice President
Jane Tanner	President-Elect	Nicole Lang	Central Vice President
Mary Beth Orrange	Secretary	Kathryn Kozak	Southwest Vice President
Margie Hobbs	Treasurer	Liz Hylton	Northwest Vice President
Ernie Danforth	Northeast Vice President	Mark Harbison	West Vice President

Also present were: Wanda Garner, Executive Director, Beverly Vance, Office Manager, and Keven Dockter, Conference Coordinator.

President Sattler reviewed the reference materials. (Attachment A)

MOTION: Revise **PPM 6.7.2** for budget line 5920

Budget item 5920

State/Regional Affiliation (T)

Travel, registration, affiliate memberships and other expenses incurred by Executive Board members in attending affiliate meetings or regional meetings to conduct AMATYC business is charged to this account.

To

Budget item 5920

State/Regional Affiliation (T)

Travel, registration, affiliate memberships and other expenses incurred by Executive Board members in attending affiliate meetings or regional meetings to conduct AMATYC business is charged to this account. This pool of money is shared among all board members, and that each can spend on average the amount budgeted per board member. Some members may spend more and some may spend less. The budgeted amount be figured out each year by looking at the previous two full years mean and/or median amount spent per board member.

Motion made and seconded.

MOTION defeated

MOTION: That negotiations for the site of the 2021, 2022, and 2023 AMATYC Annual Conferences are as follows:

- 2021 – Atlanta Marriott
- 2022 – Phoenix Sheraton
- 2023 – Dallas Sheraton

Motion made and seconded.

AMENDED MOTION: That negotiations for the site of the 2021, 2022, and 2023 AMATYC Annual Conferences are as follows:

- Atlanta Marriott
- Phoenix Sheraton
- Dallas Sheraton

Motion to amend made and seconded.

MOTION to amend approved
AMENDED MOTION defeated

MOTION: That negotiations for the site of the 2021 AMATYC Annual Conferences are ranked as follows:

1. Phoenix
2. Atlanta
3. Dallas

Motion made and seconded.

MOTION approved

MOTION: That the IRS Form 990, the Audit Report for 2014, the Checklist review of Form 990, and the Tax Review and Audit Committee Report be accepted. (Attachments C, D, E, and F).

Motion made and seconded.

MOTION approved

MOTION: When representing AMATYC at the quadrennial International Congress on Mathematics Education (ICME), the AMATYC President or their representative may be reimbursed for travel in business class. **(PPM 6.10.2)**

Motion made and seconded.

MOTION approved

MOTION: The Chairperson of the AMATYC Investment Board shall have access to view online the AMATYC investment accounts, effective immediately.

Motion made and seconded.

MOTION approved

MOTION: Effective December 31, 2015, Traveling Workshops will no longer be offered, and the Traveling Workshops Coordinator position will be eliminated. (PPM 11.9)

Motion made and seconded.

MOTION defeated

The board entered into executive session at 4:40 pm and returned from executive session at 4:58 pm. Upon exiting executive session President Nancy Sattler announced that the following decisions were made:

Jon Oaks will be asked to work with his liaison, Mary Beth Orrange, to create PPM language for an Assistant Professional Development Coordinator.

Pending membership verification, the following individuals were appointed to the AMATYC Investments Board:

William Steenken (steenken@att.net), AMATYC Foundation, appointed through December 31, 2019, the end of his appointment approved at SBM 2015;

Jim Ham (jaham1729@gmail.com), AMATYC Executive Board, appointed through December 31, 2015, the end of his current term on the AMATYC Executive Board;

Phil Mahler (mahlerp@middlesex.mass.edu) and Wilson Grab (wgrab@forsythtech.edu), members-at-large, appointed through December 31, 2018.

Pending membership verification, Sarah E. Miller (smiller10@ccbcmd.edu) was appointed as Roommate Network Director for the term beginning January 1, 2016, and ending December 31, 2018.

Meeting adjourned at 5:00 PM.

Mary Beth Orrange, Secretary 2014-2015
Date: June 11, 2015

Nancy Sattler, President 2014-2015
Date: June 11, 2015

ATTACHMENTS

	TITLE	PAGE
A	Reference Materials: Ref: Assignments for Committees/Task Forces Ref: Adjunct Retired New Benefits Email Ref: Webscriptions Ref: Institutional Membership/Marketing Ref: Refer a Friend Campaign Affiliate Travel Report	5
B	Agenda – Summer Conference Call	12
C	IRS Form 990	13
D	Audit Report for 2014	14
E	Checklist review of Form 990	15
F	Tax Review and Audit Committee Report	20

ATTACHMENT A

REFERENCE MATERIALS

New Committees/Task Forces

Task Force on Appointments

Charge: Determine which appointments re to be advertised and which should be appointed.
Write Policy

Members: Chair Roznowski; Garner, Orrange, Tanner

Task Force for Guidelines for Project ACCESS

Charge: Create guidelines and determine policy for an advisory board. Write policy

Members: Chair Fahringer, Hylton, Kozak, Roznowski

Task Force on Intellectual Property

Charge: Determine definition of Intellectual Property as it applies to conference proceedings and webinars.

Members: Chair – Hobbs, Georgakis, Ham

Task Force on Position Statements

Charge: Examine guidelines and position statements and determine a process for updating both.
Examine format of both to determine if changes need to be made.

Members: Chair – Danforth, Hylton, Rivers

Committee on Affiliate Travel

Charge: Determine if the policy on affiliate travel should be adjusted. Rewrite policy if necessary.

Members: Chair – Kozak, Hylton, Harbison, Tanner

Committee for Guidelines on Bulk Email (report back at Summer Conference Call)

Charge: Determine policy for sending bulk emails. Write policy.

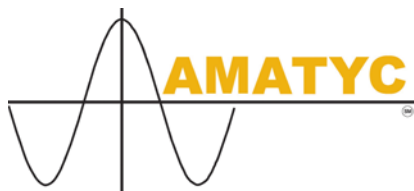
Members: Chair – Lang, Danforth, Ham, Harbison

Note:

No committee was appointed about the use of the logo/seal, but Roznowski agreed to write a motion detailing policy for use of logo/seal.

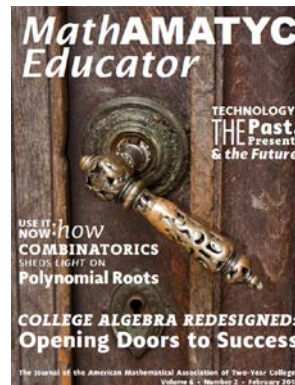
No committee was appointed to look at reassigned time but Treasurer Hobbs will look at and examine the reassigned time and how it impacts the budget and suggest any possible revisions.

The bulk email below was sent to each AMATYC member with a *retired* or *adjunct* membership on May 21, 2015.



Dear @@first_name@@.

I would like to start by saying thank you for being a member of AMATYC. Your membership is important to us, and I hope you are finding great value by being a member of AMATYC. At the recent Spring Board Meeting, the Executive Board voted to add a new benefit for all adjunct members. You will now have online access to all issues of the *MathAMATYC Educator*. This benefit comes with no additional cost to you. I know you will find the articles and information in our journal of great interest.



To take advantage of your new AMATYC member benefit, visit the AMATYC website, sign in, and follow the links to the journal in the **Publications** section.

As a reminder, your username at the AMATYC site is @@username@@. Your current membership expires on @@membership_exp_date@@.

Thank you again for your continuing support of AMATYC.

Nancy Sattler
President of AMATYC

Webscription

June 3, 2015

The publicizing of the new *webscription* has begun. A link to details of the webscription now appears in the membership section of the left menu of the website. A webpage has been created to describe the webscription. The webscription has appeared on our social media sites. Steps are in the works to setup online registration for the webscription. Webscription now appears as an option on the updated PDF version of the membership form.

Here's the content of the webscription webpage: <http://www.amatyc.org/?WebScription>

WebScription

AMATYC is piloting a new online subscription called a WebScription. For \$25 per year, WebScriptionholders receive access to all members-only website resources except the *MathAMATYC Educator*. This includes the online newsletter, the webinar library, the conference proceedings, and access to past AMATYC Student Mathematics League tests. WebScription holders will be given the same priority registration for webinars as regular AMATYC members.

WebScription is not a membership in AMATYC. However, WebScription holders can upgrade to a full membership by paying the difference between the annual membership dues and the \$25 WebScriptionfee. If upgrading, the membership expiration date would be (1) one year from the first day of the WebScription or (2) six months from the date of the upgrade, whichever is later.

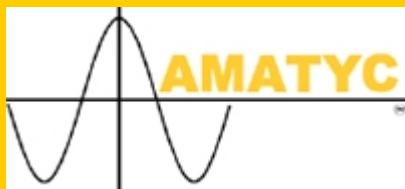
Institutional Membership Marketing

June 3, 2015

On May 22, 2015, the bulk email below was sent to 754 members who recently attended an AMATYC conference and whose colleges are not institutional members. To date, the email was viewed by 652 members and there were 46 click backs. A similar bulk email was sent to 473 members who have not recently attended an AMATYC conference and whose colleges are not institutional members. To date, the email was viewed by 437 members and there were 9 click backs.

The brochure that accompanied the bulk email can be downloaded [here](#).

There have been 2 new institutional membership registrations since the letters were sent.



May 22, 2015

Dear @@first_name@@.

As a recent AMATYC conference attendee, you understand the value of an AMATYC membership. We would like to invite you to consider having your college become an **institutional member** of AMATYC. Why? Well, consider the following list of benefits that are provided to AMATYC institutional members:

- Two complimentary job ads for faculty or administrative positions on the AMATYC website (minimum value \$120)
- One complimentary discount regular conference registration to the annual AMATYC Conference (a \$350 value)
- Complimentary membership in the AMATYC Student Mathematics League, a mathematics competition for two-year college students (a \$35 value)

The total value of these benefits is \$505, but you actually receive more.

An institutional member will also receive several AMATYC publications:

- The *MathAMATYC Educator*, a journal published three times per year, plus online access to all earlier published editions of the journal.
- The *AMATYC News*, a member newsletter published four times per year, plus online access to earlier editions.
- All current AMATYC position statements.



The current cost of an AMATYC institutional membership is \$480, but the price will go up to \$495 after June 30, 2015, so if there is money in your budget, it is to your advantage to act now!

I realize that this is probably not your decision to make. That decision is probably made by your department chair, your dean, or your vice president. If this is the case, please download the brochure [here](#) and pass it along to your administrator. However, if you believe it would be more effective to contact him or her directly, by e-mail or mail I would be glad to do that as well. All you have to do is enter the contact information [here](#). I will take care of the rest.

Thank you for your consideration. I hope to hear from you soon.

Sincerely,

Nancy J. Sattler
AMATYC President

The April 2015 edition of the AMATYC Newsletter is available online [here](#).

This email was sent to '@@email@@" from the American Mathematical Association of Two Year Colleges. If you wish to stop receiving email from us, you can simply remove yourself by visiting: @@unsubscribe_url@@".

AMATYC's 2015 Refer-a-Friend Marketing Campaign

Summary: June 3, 2015

Here are the results of the 2015 refer-a-friend marketing campaign that ended on May 31, 2015.

- There were 10 new members. Each of the ten was referred by a different AMATYC member.
- Membership breakdown: 2 adjunct; 8 individual
- Gender breakdown: 6 female, 4 male
- State breakdown: CA=4; NY=2; NC=2; HI=1; NE=1
- Age range breakdown: 25-34 = 2; 35-44 = 3; 45-54 = 3; 55-64 = 1; Unknown = 1
- 3 indicated that they would be willing to serve as their college's campus rep.

ATTACHMENT B

Agenda – Summer Conference Call			Notes
p. 2	Call to Order	Sattler	
	Reference Material		
p. 3	Ref: Assignments for Committees/Task Forces	Sattler	
p. 4	Ref: Adjunct Retired New Benefits Email	Ham	
p. 5	Ref: Webscriptions	Ham	
p. 6	Ref: Institutional Membership/Marketing	Ham	
p. 9	Ref: Refer a Friend Campaign	Ham	
p. 10	Affiliate Travel Report	Kozak	
p. 12	M: Budget for Affiliate Travel	Kozak	
p. 14	M: Revision of PPM 6.7.2		
p. 16	AMATYC 2012 Site Visit Report	Doctker/Tanner	
p. 40	M: Ranking of sites for 2021 AMATYC Annual Conference	Dockter/Tanner	
p. 41	Tax Review and Audit Report	Hobbs	
p. 43	Audit Report	Hobbs	
p. 54	Form 990	Hobbs	
p. 81	Checklist Board Review of 990	Hobbs	
p. 84	M: IRS Form 990 for 2014 and Reports	Hobbs	
p. 85	M: Assistant Editor Position - MathAMATYC Educator	Hylton	
p. 86	M: ICME Travel	Roznowski	
p. 87	M: Chair of Assessment Committee Access to Investment Accounts	Hobbs	
p. 88	M: Elimination of Traveling Workshops Coordinator	Kozak, Orange & Hobbs	
p. 89	M: Extending Associate Member's Membership	Kozak	
p. 90	Executive Session		
p. 91	M: Creation of Assistant Professional Development Coordinator	Oaks	
p. 94	M: Investments Board Appointments	Roznowksi	
p. 95	M: Roommate Network Coordinator	Hobbs	

ATTACHMENT C

IRS Form 990 2014

Available on request. Please contact the AMATYC office.

2014 Exempt Organization Business Tax Return
prepared for:

AMERICAN MATHEMATICAL ASSOCIATION OF TWO YEAR COLLEGES
5983 MACON COVE
MEMPHIS, TN 38134-7642

DEWEESE AND ASSOCIATES
5050 POPLAR AVE STE 415
Memphis, TN 38157-0415

ATTACHMENT D

Audit Report for 2014

Available on request. Please contact the AMATYC office.

AMERICAN MATHEMATICAL ASSOCIATION
OF TWO YEAR COLLEGES

FINANCIAL STATEMENTS
DECEMBER 31, 2014

ATTACHMENT E

Checklist review of Form 990

CHECKLIST CS01**Board Review of Form 990 (See Key Issue 3C)**

May 6, 2015

The Internal Revenue Service (IRS) believes that the governing board of an exempt organization must diligently work to ensure that the organization fulfills its exempt mission and to minimize the likelihood that its income or assets will be diverted improperly to nonexempt purposes.

A properly prepared Form 990 contains the information necessary for a board member to become well-informed about (1) the organization's activities and (2) the applicable tax laws. An understanding of both these areas is essential in order for a board member to effectively perform his or her fiduciary responsibilities. For this reason, Form 990 asks whether the tax return was furnished to the board prior to filing. In addition, all organizations must describe the process, if any, the board uses to review Form 990.

For the board members of many organizations, a review of Form 990 that is more than cursory may seem overwhelming. Therefore, this checklist is designed to help board members who are not exempt organization tax practitioners comprehend the significance of the data in their organization's Form 990.

Comments from the Committee are included in bold and italics

	Yes	No
Part I: Summary		
1. Is the brief description of the organization's mission or most significant activities candid and positive?	X	
2. Does current year data (lines 8-19) compare favorably or unfavorably with the prior year?	X	
Part III: Statement of Program Service Accomplishments		
1. Does the information in Part III explain to the user of Form 990 (e.g., the IRS, prospective donors, or investigative reporters) why the organization exists, based on its key activities, giving the organization an opportunity to promote its accomplishments?	X	
<i>Firm preparing tax return was asked to use the mission statement in Part III</i>		
2. Has the mission statement on line 1 been adopted by the board of directors?	X	
3. Are the three program services described consistent with the organization's mission statement and information on its website?	X	
4. Are the three program services described in sufficient detail to present a comprehensive and accurate portrayal of the organization to the Form 990 user?	X	
Part IV: Checklist of Required Schedules		
1. Should the board consider changes in its policies and procedures, especially if question 25a or b, 26, or 27 is answered "Yes"?		X
Part V: Statements Regarding Other IRS Filings and Tax Compliance		
1. Have paid personnel been properly classified as employees rather than independent contractors to avoid payroll tax problems?	X	
2. Were payroll taxes deposited with the IRS on a timely basis?	X	
3. If applicable, were other filings or notifications indicated in Part V made timely since any failure indicates an administrative shortcoming?	X	

	Yes	No
4. If organization is a charitable organization and received more than \$250 from a single donor, was a receipt furnished timely to enable the donor to substantiate his or her charitable contribution deduction?	X	
5. Is the organization potentially subject to unrecorded penalties and interest (e.g., if line 3b, 5c, 6b, 7b, 7c, 7g, or 7h is answered "No," or if line 5a, 5b, 8, 9a, or 9b is answered "Yes")?	NA	
Part VI: Governance, Management, and Disclosure		
1. If the organization does not have the written policies indicated by lines 12a, 13, 14, and 16b, should the board consider adopting any of these?	NA	
2. If line 15a or 15b is answered "No," should the board consider a change in the procedures for setting compensation to minimize the future risk of challenge by the IRS [and the exposure to the tax on excess benefits if the organization is a Section 501 (c)(3) or (c)(4) entity]?		X
3. If the organization is conducting activities in multiple states, is it properly registered in those states and satisfying their filing requirements?	X	
Part VII: Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors		
1. Does the compensation of those listed in Part VII appear justifiable in view of the organization's activities and their responsibilities? (Note: Revisit Part VI, lines 15a and 15b, especially if either is answered "No.")	X	
Part VIII: Statement of Revenue		
1. Does the revenue data indicate too much reliance on a source that could be jeopardized by a weak economy, declining stock market, or other external factor (i.e., should alternative revenue sources be considered or emphasized)?		X
2. Too much unrelated business income [as reported in column (C)] could risk an organization's exempt status. Is column (C) insignificant as compared to totals in column (A)?	NA	
Part IX: Statement of Functional Expenses		
1. Are compensation and benefits (lines 5 through 9) consuming too much of the organization's revenue?		X
2. Are certain expenses justifiable (e.g., lines 11 a through 11 g, 12, 17, 18, and 19)?	X	
3. Are nonfixed expenditures in excess of a specified amount (e.g., \$1,000) subject to prior approval by an appropriate officer?	X	
4. If completed, do column (C) (management and general expenses) and column (D) (fundraising expenses) totals appear excessive relative to total program service expenses in column (8)?		X
Part X: Balance Sheet		
1. Is an excessive amount of cash (line 1) being kept in noninterest bearing accounts?		X
2. Are resources being diverted from program service activities to related party loans (lines 5 and 6)?		X
3. Is oversight being exercised over related party loans to ensure adequate collateral, interest timely repayment, etc.?	NA	
4. Are notes and loans receivable (line 7) adequately collateralized and monitored for timely repayment?	NA	
5. Does an increase, if any, in accounts payable and accrued expenses (line 17) during the year suggest potential cash flow problems?		X
6. Do liabilities include a delinquency in depositing withheld payroll taxes (which if not ultimately paid could result in personal liability for officers or perhaps directors)?		X

	Yes	No
7. If the organization has restricted assets (lines 28 and 29), are the restrictions being observed?	X	
Part XI: Reconciliation of Net Assets		
1. Does line 10 of Part XI equal line 33 of Part X, column (B)?	X	
Part XII: Financial Statements and Reporting		
1. If the organization does not have an independent audit (line 2b), are its financial resources sufficiently large to make an independent audit prudent?	NA	
2. If audited, do the auditors report to the group responsible for overseeing the financial reporting process (such as an audit or finance committee or a governing board)?	X	
3. If audited, does each member of the group responsible for overseeing the financial reporting process receive a copy of the auditor's report and any additional communications (such as internal control communications or a management letter)?	X	
4. If a management letter prepared by the auditor was received, did the organization adopt the recommendations it contained?	NA	
Schedule A: (Form 990 or 990-EZ) Public Charity Status and Public Support		
1. Does the data (Part II, Section C or Part III, Sections C and D) indicate that the organization is in danger of becoming a private foundation rather than remaining a public charity?		X
2. Are procedures in place to monitor public charity status to ensure the organization maintains its public charity status (instead of becoming a private foundation)?	X	
Schedule C: (Form 990 or 990-EZ) Political Campaign and Lobbying Activities		
1. If exempt under IRC Sec. 501 (c) (3), are policies followed to prevent participation in a political campaign that could jeopardize tax-exempt status?	NA	
2. If there is a tax liability on line 1 of Part 1-8 because of a political expenditure, should policies be changed to avoid future liability?	NA	
3. If the organization is a Section 501 (c)(3) entity that is eligible to make the lobbying expenditure election but has not, should it do so to minimize the likelihood that exempt status will be lost because of excessive lobbying (see Part II-A)?	NA	
Schedule J: Compensation Information		
1. If any box on line 1a is checked, is the economic benefit warranted or should it be re-examined?	NA	
2. Does the organization require strict accountability for expense reimbursements to prevent abuse (lines 1 and 2)?	NA	
3. Is the organization setting compensation based on one or more methods indicated by the box descriptions for line 3? (Note: The more boxes, the better.)	NA	
4. If any of the questions on lines 4 through 8 are answered "Yes," do the indicated transactions suggest that changes should be made in non fixed compensation arrangements to avoid windfall payouts?	NA	

ATTACHMENT F

Tax Review and Audit Committee Report

**Tax Review and Audit Committee Report
FBM - 2015**

Name of Committee: Tax Review and Audit Committee

Name of Committee Chair: Treasurer, Margie Hobbs

Committee: Treasurer, President, Past President, President-elect, Executive Director, Accounting Director, and Auditor and Form 990 Preparer

Committee Charge: The committee is charged with reviewing the Audit Report each year when an independent (external) audit is performed and with reviewing the IRS Form 990 before it is filed.

Recent Activities:

On May 5, 2015, at 12:00 pm CDT, the committee met via conference call. The audit report, IRS Form 990, and the Checklist CS01 Board Review of Form 990 were sent to the committee prior to the conference call.

Committee members participating in the call:

Margie Hobbs, Treasurer
Nancy Sattler, President
Jane Tanner, President-elect
Jim Roznowski, Past President
Wanda Garner, Executive Director
Cheryl Cleaves, Emerita Executive Director
Christy Hunsucker, AMATYC Accounting Director
Vicki Deweese, CPA, Deweese & Associates, Auditor and Form 990 Preparer

The committee reviewed the 2014 Annual Audit Report that includes: Independent Auditor's Report, Statement of Financial Position, Statement of Activities, Statement of Cash Flows, and Notes to Financial Statements.

- Note 6 – “Subsequent events” on page 9 of the audit report was revised to reflect that conference cancellation insurance was purchased for the 2015 conference after year end.
- The committee noted that AMATYC received a “clean audit” with no management letter. A management letter would have included recommendations for Board action to be compliant with GAAP (General Accepted Accounting Principles) and IRS regulations.

The committee reviewed the IRS Form 990, 2014 Exempt Organization Business Tax Return for 2014 as completed by auditor, Vicki Deweese, CPA.

The following topics were addressed:

- Page 5 - One member of the Committee asked about # 8 and #9 of the Form 990. These two questions do not apply to AMATYC, thus, neither of the boxes was checked.
- Page 6 - The name provided for line 20 was changed to Christy Hunsucker because she is the person responsible for maintaining the organization's books and records.
- Page 7 - The listing of officers, directors, or trustees was amended to change Column B for Nancy Sattler from 1.00 to 15.00 and to change Column B for Jane Tanner from 1.00 to 10.00. The committee also discussed the need to update the "Average hours per week" (Column B) for other officers and determined to collect the information and make the change in the 2015 IRS Form 990. This information will need to be collected and provided to the auditor no later than January 15, 2016 so it can be included in the 2015 IRS Form 990.
- Page 7 - Wanda Garner's name was added as #14 on page 7 and the information was entered in appropriate columns for the line.
- Page 15 – Line 5, columns A and C were amended to show the compensation for the Executive Director; Line 10 was amended to show the payroll taxes for the Executive Director; and line 11a was amended to reflect the management less the two amounts for compensation and payroll taxes for the Executive Director.
- The committee noted that the audit and IRS Form 990 were completed on an earlier schedule this year than in previous years and that the IRS Form 990 would be submitted to the IRS by May 15. The auditor noted that the AMATYC IRS Form 990 has not ever been submitted to the IRS "late." The IRS grants a **first** extension to the May 15 deadline upon request. When the AMATYC IRS Form 990 has been submitted to the IRS after the May 15 initial due date, a request for extension has been submitted to the IRS, effectively changing the due date to a later date. (Margie, there is actually a second extension that can be requested for the 990)

The committee discussed each item on the Checklist CS01 and made no recommendations for changes to the IRS Form 990 based on the Checklist.

The committee did agree that some changes to the 2013 **checklist** were needed because AMATYC added one employee in 2014. The committee agreed to the checklist as it is submitted with this report. The committee discussed Question 1 under Part V: Statements Regarding Other IRS Filings and Tax Compliance: "Have paid personnel been properly classified as employees rather than independent contractors to avoid payroll tax problems?" The auditor confirmed that the Executive Director should be classified as an employee since the duties of that position include supervising the office staff personnel. The auditor suggested that the Conference Coordinator position should be classified as an independent contractor since the person performed the required work in a way that is consistent with independent contractor classification.

The auditor asked the committee 5 additional questions all of which the committee unanimously answered NO. The questions are listed below.

As of December 31, 2014 and since that date, has AMATYC had any:

1. Contingencies such as guaranteeing debt or entering into a lease not already included in the financial statements

2. Lawsuits or notification of possible lawsuits
3. Subsequent events such as leasing property, significant financial losses, etc. since year end
4. Related party transactions such as paying an officer or director or the spouse of an officer or director for goods or services
5. Fraud or suspected fraud

The committee unanimously approved the acceptance of the revised 2014 IRS Form 990.

Submitted by:

Margie Hobbs, Treasurer

Documents Filed with Report:

2014 Independent Auditor's Report

2014 IRS Form 990

Completed Checklist CS01 Board Review of Form 990 and Audit for 2014