

Midwest Burners Board of Directors  
Noon, Dec. 3, 2017 Meeting  
Chase's House

In Attendance:

Thomas "Tiny" Fox, President, via phone  
Jeremy Gaston, Vice President  
Jill "Flea" Hartleip, Treasurer  
Hillary "Garlic Finger" Peck, Accountant  
Vinnie Riviera, Board Lawyer

Summary:

1. Expiring board terms

The Midwest Burners Board held it's final meet of 2016 at a private residence in Gladstone, Missouri.

The Board began discussion with clarification of board replacement policy. Board terms were set to be four years in the original bylaws, formed in December 2013. At that time, no exact method for replacement had been set.

Three original members – Gaston, Hartleip and Riviera – are all set to complete their terms after four years. Both outgoing and ongoing members shared position that it is important for the board to rotate, but also remain functional.

"It is the intent of all original members to step down and be replaced," Flea said. "It's critical that we step down if there is a qualified applicant."

As of the meeting, only three nominations had been received for the open positions.

"We need to send word out to the community, 'You're not challenging these people,'" Flea said. "You're intended to leave your position unless an appropriate person is not found. We need to eliminate the thought that there is some sort of challenge against standing members."

Board members agreed to assist in spreading the call for applicants.

A committee is also being formed of event coordinators (ECs) and department leads from Midwest Burners events to select and recommend board members to the board. The board would make final confirmation of new members.

Vinnie was to help define the wording for replacement of board members, to be voted on and added to the bylaws.

## II. Financial policy regarding distribution of funds for events

Hilary introduced suggestions for a new policy regarding distribution of money to ECs and Leads at future events. The policy, tentatively titled "Midwest Burners Organization Dolla Dolla Bill Policy" was reviewed and accepted.

Issues related to unspent funds, lost gift cards and failure from departments to return receipts, led to the creation of this policy. Hilary said the departments would have the choice to be issued checks for items, or be reimbursed.

"This allows us to see patterns, call people out, and get money back," Hilary said.

Flea and Hilary said it would be important to work with ECs and Leads to ensure funds were able to be distributed in a usable and timely manner.

The policy was adopted under a probationary status to prove its effectiveness.

## III. Membership concerns

The board discussed the status of two members related to issues brought up by them members of the community.

## III. Global Leadership Conference Scholarships

The board considered amounts and recipients Tiny, who had applied for a scholarship, left the meeting for discussions.

Before considering applicants, the board moved unanimously to award three \$600 scholarships, based on the cost to attend the conference (\$200-365), transportation (~\$300) and lodging (unknown).

By accepting the scholarship, applicants would agree to attend the conference, bring back information from the conference to be dispersed the community, and continue to be share that knowledge as a leader in the community.

After consideration of applications, their history with Midwest Burners, and the contents of application responses, the board chose three members as recipients – Lindsey Moon, Paul Salieno and Amanda "Red" Freeman. All three recipients are current ECs of Midwest Burners events.

Additionally, Nestor Wheelock and Lizzie Bryan as first and second alternatives, if any of the three recipients were unable to attend.

Recipients were informed in person by Hilary and Jeremy on Dec. 3.

#### IV. Future Agenda Items

- a. Continuation of discussion on membership status.
- b. Set the next meeting for Jan. 28, 2017, around Ignition: Interfuse kickoff event.

## **Midwest Burners Organization** **Dolla Dolla Bill Policy**

In an effort to create seamless purchasing transactions for all events related to Midwest Burners, we have put forth this here documentation. Please read all of it! If you don't, you could be personally responsible for reimbursing funds! Or be publicly shamed for your lack of reading directions! READ IT!

The MWB Board will approve expenditures by approving individual burn budget documents. Your EC should link you to your google spreadsheet (here is an example: [https://docs.google.com/a/midwestburners.com/spreadsheets/d/1JKaNIHxkHc57YPTw9Oil7XC7\\_P6Zf4OseT8IDsqJhHU/edit?usp=sharing](https://docs.google.com/a/midwestburners.com/spreadsheets/d/1JKaNIHxkHc57YPTw9Oil7XC7_P6Zf4OseT8IDsqJhHU/edit?usp=sharing))

The next steps depend on whether we're issuing a reimbursement (giving you funds in the amount of an expense you've personally incurred) or providing a payment to you or a vendor in advance of the cost being incurred. Please read both and choose the method best for your financial practices.

**Reimbursements:** If you choose to purchase your department needs with personal funds, you must still complete the budget document and enter your budget estimates into the Estimated Total column. Please put the actual cost in the Actual Total column. Every purchase must be accompanied by an itemized receipt. This receipt should be sent at your earliest convenience (immediately, even) to [garlicfingers@midwestburners.com](mailto:garlicfingers@midwestburners.com) - take a picture with your phone if you wish; just be sure the photo shows the date, total purchase, and items purchased in a legible manner. Please identify yourself in the e-mail as I promise you I will not know who [hotgirlfirefans696969@aol.com](mailto:hotgirlfirefans696969@aol.com) is.

Reimbursement payments will be calculated on the 1st of each month and a payment issued within 7 days. In order to have a reimbursement considered, the recipient must e-mail [garlicfingers@midwestburners.com](mailto:garlicfingers@midwestburners.com) with the request AND the requested form of payment (currently paypal or mailed check). If you require a mailed check, please be sure to include your default name and mailing address.

**Issued Payment:** If you wish to receive your approved budget prior to making purchases, you must first acknowledge you have read and understand the MWB Dolla Dolla Bill Policy and the consequences for deviating from the policy.

Approved budgets amounts can be sent by check or paypal; please identify your choice in an e-mail to [garlicfingers@midwestburners.com](mailto:garlicfingers@midwestburners.com) once you have completed your budget. Issuance will occur within 7 days of the MWB approving the event budget.

Each purchase made with issued funds must have a receipt. That receipt should be sent as soon as possible to [garlicfingers@midwestburners.com](mailto:garlicfingers@midwestburners.com) - take a picture with your phone if you wish; just be sure the photo shows the date, total purchase, and items purchased in a legible manner.

Once burn purchases have been completed, all remaining funds must be returned to Midwest Burners. All funds due within 7 days of final day of burn. This transaction can occur by cash (directly to the Treasurer), check, or paypal ([flea@midwestburners.com](mailto:flea@midwestburners.com)).

**Each person issued funds is personally responsible for returning all funds**

**remaining not accounted for with receipt.** This means that if you don't send receipt to the Accountant or you don't have proof of purchase, you will owe MWB those funds out of your pocket. Those who do not return funds to the board may have their name reported as such to the community in public forum and may not be issued funds in the future.