

# **Idaho State Elks Association Trustees Handbook**



<b>Steve Meier,</b>	<b>Past State President</b>	<b>2016-2017</b>
<b>Ed Sanman III,</b>	<b>Past State President</b>	<b>2013-2014</b>
<b>Curt Neely,</b>	<b>Past State President</b>	<b>1995-1996</b>
<b>Keith Mills,</b>	<b>Past State President</b>	<b>2006-2007</b>

**April 2022**

# Idaho State Elks Association Trustees Position

## Introduction

Congratulations!!!! You are now a Trustee for the Idaho State Elks Association (ISEA). Your position as a fiscal representative for the membership is significant and as such, your fiscal responsibilities to the membership cannot be overstated. I cannot indicate how important your new position is and whether the ISEA remains fiscally solvent for the future Elks now rests in your hands.

As a member of the Trustees, you now represent the entire Idaho State Elks Association. Consequently, how you appear, behave, and the standards you set for yourself, your Trustee colleagues, State Officers, and others have significant consequences. Frankly, your behavior has impacts that reverberate throughout the ISEA and how our association is perceived by others. While the membership looks to the State President and Officers for leadership and guidance, the Trustees ensure the state remains fiscally solvent. Thus, if necessary, you may need to develop additional knowledge and skill sets to fulfill your new role.

Being a Trustee entails more than just attending the conventions. You need to understand (and potentially modify or develop) the State's Strategic and Business plans, oversee and understand the ISEA investment portfolio, ensure the state project(s) remain(s) on track, and various other tasks. This requirement requires you to understand the differences between a stock, bond, derivative, and other potential investment topics and reports. In addition, you need to understand how to read Quick Book reports, budgeting, general business planning, how the current business plan relates to the state strategic plan, as well as other topics. If you do not understand these topics, you need to do some homework. References to these topics are provided at the end of this manual.

In your new position, you also need to place the desires of the membership, the goals of the organization plus wish for the future above your own personal aspirations and any pet projects you may want to pursue. That is sometimes difficult. However, doing so will serve the membership who ultimately chose you to fill this position.

Finally, a point to note about the priorities of life. Remember, God and family come first, then your job, and finally, the State Association. This position can eat up **all** of your spare time if you let it. You may also have a job. Although the boss may be supportive, someone is paying you to do perform tasks for that company. Therefore, use effective time management, take care of your spouse and other family members

(including pets), and take care of yourself by eating right, getting good sleep, taking vitamins, working out, and keeping alcohol consumption to a minimum. Finally, despite the work, you will have a lot of fun in this position and can make positive and substantial impacts in many people's lives. There is nothing more rewarding than that.

This manual is broken into several sections: First Year Trustee, Second Year Trustee, Signing Fiscal Secretary, Idaho Elks Rehabilitation Liaison, and Trustee Chair. Each has different responsibilities and sometimes the responsibilities overlap. Thus, review each section and make sure you understand your responsibilities. If you do not understand something, ask!!! In addition, this manual also provides you with internet links and book references to learn about some basic business and finance issues. It is critical that you understand these concepts since the membership is expecting you to ensure the ISEA stays fiscally healthy.

However, for the remainder of the day, relax, and allow others to be happy for you and with you.

Steve Meier, PhD, State President, Idaho State Elks Association, 2016 - 2017

# First Year Trustee Overview and Responsibilities

## Initial Comments

As a State Trustee and ISEA Board of Director's member, the first and most important responsibility is to remember that you represent the membership of the Idaho State Elks Association **at all times**. That is, you are always on point whether in your own lodge, at state conventions or in public.

As Trustee, you are responsible for all finances within the Idaho State Elks Association (ISEA). It is a huge responsibility and necessitates respect to decorum, timidity, honesty to a fault, and an understanding of finance (discussed later). Further, while you might have attended some conventions and trustee's meetings, you have minimal knowledge related to the finances of the ISEA. Thus, your first year needs to be one of learning and listening, asking questions LATER when needed, and essentially trying to understand all financial aspects of the State Association. You will often want to get answers right away. However, for this year, you need to sit back and just begin to understand the issues. If you do so, you will gather the knowledge that will enable you to become a better representative for the membership. As you continue through your remaining years, you will continue to gather more knowledge so by your third year, you will be able to represent the membership well.

Finally, understand that the ISEA State Trustees operate within a Board of Director's model. Generally, the Officers develop policy and Trustees focus on fiscal aspects and while this manual focuses on aspects related to Trustees, in general, both groups operate as a team to develop both policy and fiscal issues.

As an ISEA Officer, under GLS 18.020 you have no authority to tell the Local Lodges what to do, other than pay their State Association Dues. This also applies to District Deputies and District Leaders. If there is some issue, you should take it to the Trustee Chair, who will contact the State Sponsor.

Likewise, District Deputies and District Leaders should stay out of ISEA business unless they are on an ISEA Committee or are asked by the State President to perform some ISEA duties.

The ISEA is also governed under the Elks Grand Lodge Constitution and Statutes. Specifically, GLS Chapter 18, GLC Article III Section 18, GLS 16.050, GLS 4.370(e).

If you potentially have a conflict of interest in your duties as a State Trustee, you should inform the Trustee Chair and the State President. During Trustee meetings, if the issue in question comes up, you should recuse yourself from the deliberations. That is, leave the meeting and any voting on the issue. Have the

Trustee Chair invite you back into the meeting after they have finished with the topic. Conflicts of Interest are also discussed GL Statutes, Section 9.300. Make sure you review this section. Local Lodge Secretaries have a copy of the Statutes if you do not have a copy.

## Pictures

When pictures are being taken, make sure all adult beverages are invisible to others in the picture. Also, make sure of the background behind you. Never have a cocktail visible when taking pictures and always be careful when having dinner with beverages. It is also critically important to **NEVER CONSUME ALCOHOL PRIOR TO AND DURING ANY BUSINESS TYPE MEETINGS YOU ATTEND**. Alcohol has no place where important decisions should be made regardless of the quantity.

Reflect on this scenario. The Trustees make a decision regarding an investment strategy or deciding to sell a major piece of property. A member (or members) disagree(s) with this decision and brings it to the attention of the State Sponsor that alcohol was being consumed during that decision. In such cases, regardless of whether the decision was sound, the State Sponsor has no alternative but to void that decision (and possibly initiate other actions). Further, if such a decision became part of the judicial process, if you, or others have been consuming alcohol, the opposing attorney can easily imply that your judgement was impaired when making that decision (Regardless of the amount consumed). Remember, thoughts, opinions, or good reasons are important, but perceptions and impressions override and outweigh everything.

## State Project

As Trustee, you and other Trustees have the ultimate responsibility to control the funds, investments, property of the ISEA and fiscal control to manage its charitable undertakings. That is, the ultimate responsibility of the Idaho Elks Rehab. (IER) and control of its funds and property by the IER Board of Directors is vested in the ISEA Board of Trustees. However, through precedent and past decisions, a Board of Directors has been established for the direct operation of Idaho Elks Rehab. its finances, personnel, and as past documentation states, "It shall be the duty of the directors to act as the managing authority of the major project; to establish policy; to keep, maintain, manage, raise and expend funds of the major project." That is, the ISEA Board of Trustees is not to micromanage the IER.

The IER Board of Directors members are nominated by the State President and approved by the State Trustees. Although the IER functions independently as a board and as such, can make many decisions without the State Trustee's approval, it is your responsibility to understand the actions, direction and status of the IER **AT ALL TIMES**. For this reason, one member of the Trustees is

designated as a liaison to the IER Board (discussed later in this document). This person then reports to the ISEA State Board of Directors about the direction of the IER, issues discussed, etc. They can also present information to the IER board members as well.

In actuality, the IER is its own corporation within the ISEA and thus, can operate independently from the ISEA Trustees unless the President (with approval of the State Trustees), State Sponsor, or legal entity remove or dissolve the board, particular board members, or corporation. To be clear, the IER board under their mandate can make decisions independent of the State Trustees. However, a solid working relationship and good communication between the two groups is the best solution for the ISEA membership.

### **Elks National Foundation and Idaho Elks Youth Inc. (Youth Inc.)**

The Elks National Foundation (ENF) is the primary funding source for Idaho Elk's Youth Inc. (ISEY, also known as Youth Inc.). As a Not for Profit 501(c3), Youth Inc. generally functions independently of the ISEA State Trustees. However, it shall provide the trustees with general funding recommendations and is audited each fiscal year by a Financial Review Committee (which includes a State Trustee member). Essentially, Youth Inc. provides fiscal resources to a variety of state committees (e.g., Americanism Essay, Drug Awareness, etc.). The State Trustees generally oversee Youth Inc. to ensure fiscal resources are allocated in a responsible manner.

As a 501 (c3), Youth Inc. can also receive funds independent of ENF. Thus, it is important to ensure any donations using restricted funding are budgeted appropriately and accurately.

Finally, Youth Inc. also needs to provide IRS documentation using appropriate accounting and auditing principles independent of the ISEA.

The ISEY, Inc. Authorized Agent is appointed annually by the ISEA Board of Trustees at their organizational meeting after the ISEA Installation of Officers.

The ISEA Board of Trustees are also the ISEY, Inc. Board of Directors.

### **Time Needed to be Successful**

As indicated earlier, being a trustee in your first year is usually one of learning. This takes time. For you at this stage, you need to allocate 5 - 10 hours per week to accomplish a general understanding of QuickBooks output, basic budgeting and accounting, knowledge of finance and other tasks.

Do not get behind. Schedule specific periods of time in your calendar every week for Trustee activities and remain consistent and persistent. Doing so will make it easier to get things done. Remember, you represent the membership of

the association, have major responsibilities for a multi-million-dollar project within the state association, plus need to have a solid understanding of the state project.

## **Reports**

The reports section in the Grand Lodge website is critical for you to review **monthly**. Pay close attention to delinquencies, ENF donations and numerous other reports. Three key reports are the Five-Year Trends Report, the Lapsed Membership Totals, and Annual Membership Variance Report. These are critical to understand so you can estimate the number of members within the association (which are important for budgeting) and trends that may be developing.

In addition, you may need to review various reports from the IER Board Chair and possibly ISEA state committees. It is important to understand the goals of each area to ensure funds are being allocated appropriately.

## **President's Budget**

Each year at the Winter Training Session, the First Vice President (VP) will provide the Trustees with a preliminary budget for their fiscal year. You will be responsible for reviewing this budget to ensure it accurately funds the goals and actions required by the State President. Each President is different, and depending on their fiscal situation, location within the state, plus other issues, their budgets may be significantly different (e.g., \$10,000). Each President has specific obligations to the ISEA, and it is the responsibility of the State Trustees to ensure the President has the fiscal resources to accomplish those responsibilities.

## **Communication**

As a State Trustee, it is important to have good communication with the State Sponsor, state officers, committee chairs, District Leaders, District Deputies, IER members, local lodges, and your colleagues.

### **Procedure**

Create an Excel distribution list of the names, email addresses and phone numbers of all Lodge Secretaries, Exalted Rulers, and groups listed above throughout Idaho. This will allow you to have easy contact with individuals you may need to discuss issues with.

## **Visitations**

You are not required, nor will be compensated for lodge visitations in your district. However, if possible, you should visit lodges and attend local District Deputy clinics to understand the concerns of the membership.

### **Procedure**

Contact the local Exalted Ruler if you plan to visit their lodge.

Contact the local District Deputy to request attendance at their meeting.

## **Relationships with the President and Vice-Presidents.**

Relationships with the President and Vice Presidents are critical to the promotion of programs within Idaho. Remember, they, in association with the membership, develop the goals, strategies, and purpose of the state association: NOT THE STATE TRUSTEES. During various meetings, listen to their concerns and concerns of the membership. Offer suggestions if appropriate. However, remember that your focus is on the financial aspects of the policy, not the development of that policy. Although as a Trustee and member you can offer input, remember, the direction of the ISEA is the responsibility of the Officer Corps, not the State Trustees.

## **Working with the State Secretary**

The State Secretary is one of the most important positions in the state. In addition to taking notes at the business meeting, they are responsible for numerous reports to Grand Lodge, Local Lodges, District Deputies, and committee chairs as well as addressing billing and payments.

This person is responsible for ensuring all records of business meetings are correct and that past motions are easily available. Ensure you have reviewed minutes of the Summer Convention and Winter Training Business sessions, as well as minutes from the previous ISEA Board of Directors meetings.

## **Accident Prevention & Risk Management**

Unlike Local Lodges where Trustees or the Board of Directors assign a member to oversee accident prevention and risk management, at the state level, the State President assigns and oversees a committee that focuses on accident prevention and risk management issues throughout Idaho. However, as a State Trustee, you are responsible to ensure that potential fiscal risk to the ISEA is reduced as much as possible. Thus, promotion and funding of programs such as TIPS are necessary to reduce potential risk exposure to the ISEA and local lodges. Further, if you see issues that increase risk to the association (e.g., out of control



drinking), it is your duty to discuss these issues in depth through the Trustee Chair to the State President and other members of their leadership team. You SHOULD NOT, as a trustee member, directly discuss these concerns with the Accident Prevention and Risk Management Chair (although you may as a member). Although the boundary as Trustee and Member for such issues is sometimes blurry, remember, your role as a State Trustee is primarily fiscal, not policy development. Thus, discuss these issues with the State President, and allow the leadership team to implement appropriate policies as needed.

### **Director's and Officer's Insurance.**

Currently, the ISEA has a policy for Director's and Officer's insurance. However, it is your responsibility to ensure you are part of that coverage and placed on the policy. It is also strongly suggested you add a rider to your own homeowner's policy. One million dollars of coverage averages about \$10-15 per month. It is worth the investment in case something major happens.

### **State Uniform**

As with the State Officers, the state uniform is the Navy-Blue blazer, White shirt or blouse, Idaho State Elks Tie or Scarf, Medium Gray Slacks or Skirt, Black Socks or Nylons (if appropriate), Black and shined leather shoes (closed toe with a 3-inch heel or less for women).

In token of our appreciation for the men and women in our military, the State Association has designated Fridays at state events as "Red Shirt Fridays." The "RED" color designates "Remember Every Deployment." Thus, Red shirts or blouses are worn on Friday with the current state Elks tie or scarf.

These products are purchased from a state clothing vender by the National Convention Chair. These items need to fit and look good on you. So, if necessary, go to a good clothing store to get correct measurements. Remember, you represent the state organization with other officers to the membership and public. You set the standard. If you look sharp the membership will look sharp and activities and events go well. The opposite applies as well.

### **Functions:**

There are various functions the state leadership team are required to attend with their spouses/partners/friends. These may be organized by outside groups, the State President or their designate. Understand, for some events, only the State President is invited, for others, only the President and Chair Officers or Trustees, finally, at other times, all Chair Officers and Trustees.

Regardless of the event, remember you are representing the membership. Thus, overconsumption of alcohol by yourself or guest is strongly discouraged. Two or three beverages throughout an evening is acceptable, nine or ten drinks are not. Further, when there is no formal dress code, you should dress appropriately and smartly for any event you or your significant other attend. Think business casual for all casual events. Remember, how individuals perceive your behavior and dress are everything.

## Thank You Cards

Whenever you attend a lodge, participate in activities, events, or receive a gift, always send a thank you card to the host immediately returning to your residence.

## Meetings

Generally, the ISEA Trustees meet in person two or three times a year; at the Summer Convention, Winter Training Session and sometimes in April when directed by the State Sponsor. However, additional meetings may be necessary and can be done via phone conferences or internet systems (e.g., SKYPE, ZOOM).

Each member is responsible for their own registration, travel and lodging. Reimbursement for such events is subject to rules provided and approved by the ISEA leadership and membership.

## IER Liaison

The IER Liaison is designated by the Trustee Chair to represent the ISEA Trustees to the IER. This person attends **all** IER meetings and generally tries to understand the direction and issues facing the IER. This person may be called upon to provide input and may be recognized through the IER chair to ask questions to the board. However, they should not be a participant in discussions unless asked. Further, as discussed earlier, the Liaison is not intended to micromanage the IER Board of Directors nor provide direction. Nor do they have a vote on final decision making. While there may be decisions reached that the Liaison may disagree with, these issues should be discussed with the IER Board Chair, remaining Trustees, State President, on side bars or following the meeting.

**Remember, the Liaison's role is one of observation and dissemination of information to other ISEA Trustees, not participation unless requested.**

Thus, the Liaison should take comprehensive notes and provide a written report to the Trustee Chair immediately (within one or two weeks) following any meeting.

Generally, the relationship between the IER Liaison and IER Board of Directors is a cordial one and efforts should be taken to encourage that relationship. However, there are distinct boundaries for both groups in both ISEA bylaws and Idaho State Code regarding decision making power within a Board of Directors for the IER and the ISEA Board of Trustees. Thus, any Liaison should understand those limitations before accepting this position.

### **Responsibilities**

Attend all IER meetings

Distribute minutes from IER meetings to the Board of Trustees and State President. Formal minutes will also be provided by the IER to both groups and State Sponsor from the IER Secretary.

Provide a written summary of the minutes highlighting important information to the Trustee's Chair within one week following the meeting.

## **Second Year Trustee**

### **After Your First Term in Office**

As a Second Year Trustee, you have had one year to develop a solid grasp on the finances of the state association. You must totally understand the fiscal implications of stocks, bonds, derivatives, and other fiscal investment strategies and terms to ask appropriate questions of financial investment teams. Further, you should have a solid understanding of how to read a QuickBooks output. If you do not know both of these topics, you have two options: One, do so immediately; or two, seriously consider resigning from your position. Remember, WE, AS ISEA ELKS MEMBERS, ARE TRUSTING ON YOUR KNOWLEDGE AND JUDGEMENT TO MAINTAIN THE FISCAL WELL BEING OF THE ISEA AND OUR STATE PROJECT. In the past, this might not have been an issue. Today, with greater than \$60 million at stake in IER and millions more in other ISEA accounts, you need to understand what is happening to maintain our state project and our state association for future members. If you cannot take on those responsibilities, please have courage to make the appropriate decision for everyone. Being a Trustee is not just a social or policy making group. Instead, your decisions have huge fiscal impacts that will influence future generations of Idaho Elks.

As a second-year member, you now will be asked to take on greater responsibility. First, more knowledge about our investment strategy. Second, how our current

fiscal policies may be enhanced or threatened. Remember, fiscal leadership in times of plenty is easy. However, in times of difficulty, fiscal leadership demands knowledge and solid decision making. Thus, you need to have that knowledge to make informed decisions.

In addition, you may now be asked to take on a role of fiscal oversight of ISEA Youth Inc., or some other tasks. Make sure you are prepared for these roles.

### **Other Years as Trustee**

As with your year as a Second Year Trustee, you are now taking on more roles. This **may** include becoming an approving trustee or becoming the IER Liaison. Each of these roles requires additional skill sets. Make sure you can accomplish them before taking on those roles.

### **Voucher Approving Trustee**

The Approving Trustee is an extremely important position. Each year, at the ISEA State Summer Convention, the Trustee Chair shall select an approving officer.

This person will work with the State President and State Secretary and appropriate state committees to review and approve bills submitted by such entities. Essentially, bills are routed to the State Secretary who prepares a voucher for the item. The State Secretary then sends the voucher to the Approving Trustee. Once received, the Approving Trustee reviews and approves the voucher and returns the voucher back to the State Secretary for disbursement of funds from the ISEA.

In each case, you will be responsible for ensuring there is funding in appropriate budget lines and once done, returning the voucher to the State Secretary who will sign the check.

## Trustee Chair

First, **the Trustee Chair, is not the same as the Board of Directors Chair** nor is the Trustee's Chair automatically elected at the Board of Director's Chair.

However, as Trustee Chair your role is critical to the ISEA and the membership. Essentially, you are responsible for all fiscal matters that can impact the association. **Being Chair is not one that should be taken on lightly, nor should it be approved by longevity within the Trustee Group.** Instead, Trustee Chairs should be selected by knowledge of budgetary skills, investments, Quick Books knowledge, and other financial skill sets (e.g., reading and understanding audit as well as audit, IRS, and accounting reports). This person must be able to anticipate fiscal trends 3-5 years in advance (or more) and develop fiscal positions that does not put the ISEA or state project(s) at risk, plus communicate these issues accurately and clearly to other Trustees and most importantly, the membership. In today's fiscal environment, this position is not for the timid, nor individuals without those skill sets.

Trustee Chairs have major responsibilities. These include:

- Develop agendas for all ISEA Trustee meetings and distribute to State Trustees, State President, State VPs and State Sponsor.
- Ensuring the State Project(s) are fiscally sound.
- State Budget Monitoring.
- Ensuring the Officers and Membership are protected from potential lawsuits.
- Assisting with financial policy.
- Providing reports to the membership.
- Assisting in fiscal aspects for the development of business and strategic plans.
- Scheduling meetings as appropriate.
- Maintaining good communication with the State President, other Trustee members, and others as appropriate.
- Ensuring funding of State Presidential initiatives or projects is fiscally sound.
- Ensuring appropriate IRS and other reports are submitted and on time.
- Working with the State President and Officer Corps.
- Other tasks as appropriate.

In each area, you are ultimately responsible to ensure all financial aspects are sound.

## Tasks

- A. Immediately create a spreadsheet with information discussed earlier.
- B. Have a side bar with the State President. Provide support and discuss concerns as needed.
- C. Develop a schedule. Know when appropriate reports must be submitted, when financial consultants should be scheduled, etc. Create a monthly conference call meeting time with the State President and other Trustee members.
- D. Ensure the minutes of all meetings are electronically preserved and written minutes are provided to all committee members (plus State Secretary and Historian if appropriate).
- E. Contact the Winter Training Coordinator by August 30 to discuss meeting times and length at the Winter Training Session.

## **Calendar Page / Things to Do for Trustee Chairs**

### **April or May**

1. Approve incoming State President's operating budget.
2. Approve incoming State President's appointments to the IER Board.

### **June**

1. Trustee meeting before (or during) State Convention.
2. Ensure all financial advisors make a presentation at this meeting or Winter Training Session
3. Trustee meeting AFTER ISEA Installation of Officers: Elect Chair, New Chair appoints the Voucher Signing Trustee, IER Liaison Trustee and others as needed. The new Board then appoints the ISEY, Inc. Authorized Agent. (Tradition, outgoing Trustee Chair opens meeting and opens nominations for new Trustee Chair. Once elected, the new Trustee Chair takes over running the meeting.)
4. Conduct financial audit for the State Association, NOT the President's Budget.
5. Have pictures taken for the State Association Directory.
6. Make sure all phone numbers and addresses are correct for the State Association Directory.
7. Update your Excel Spreadsheet with correct leaders and lodge leader's information.

### **July**

### **August**

1. ISEA Board of Director's Meeting via Zoom.

### **September**

### **October**

1. Board Meeting for preliminary discussions and to set the agenda for the Winter Training Session.

### **November**

1. Attend the Winter Training Session.
2. Review the initial budget from the First VP for their Presidential Year.
3. Have the financial adviser's presentation if not done at the State Summer Convention.
4. Audit the last State President's final expenses.

### **December**

**January**

1. BOD meeting via Zoom.
2. Submit any State Constitution or Bi-Laws changes to the Laws Committee.

**February****March**

1. Agenda meeting via Zoom.

**April**

1. BOD meeting to coincide with the State IER Meeting (if necessary).
2. Zoom meeting if face to face meeting is not needed.
3. Set the agenda for State Convention Meeting in June.
4. Approve incoming State President's operating budget.
5. Approve incoming State President's appointments to the IER Board.

**May****June**

1. Attend State Convention.



## Trustee Meeting Order of Business

Invited invitations to attend should include: All Chair Officers, State Secretary/Treasurer, IER Chair and board members, any Grand Lodge Officials

Trustee's Financial Advisors meet with the Board twice a year: At the Summer Convention and Winter Training Session

The Summer Trustee meeting may be combined with the Corporation Agenda if desired. If not,

Trustee Chair leads the discussion.

Prayer

Pledge of Allegiance

Roll call of Officers

Read and approve minutes of the previous meeting.

Discuss "Old" business (None)

Discuss "New" business (None)

Adjourn

## Books, Internet Links and Other Resources

If you have minimal knowledge of Finance and Accounting Systems. Here are some resources for you. Note, this is only a basic list. The internet is full of resources for you to familiarize yourself with financial information.

### Quick Books

[https://quickbooks.intuit.com/accountants/training-certification/?cid=ppc\\_YB\\_Exact\\_US\\_ASG\\_US\\_B\\_QBO-Cert\\_Exact\\_YB\\_S\\_free-quickbooks-training\\_txt&s\\_kwid=AL12419!10!2681204936!92007975849&ef\\_id=WcqXhQAAAHDE-ByY:20171127194038:s](https://quickbooks.intuit.com/accountants/training-certification/?cid=ppc_YB_Exact_US_ASG_US_B_QBO-Cert_Exact_YB_S_free-quickbooks-training_txt&s_kwid=AL12419!10!2681204936!92007975849&ef_id=WcqXhQAAAHDE-ByY:20171127194038:s)

Quick Books for Dummies

Your local Lodge Business manager can also help you as well.

### Finance Basics

<https://www.wikihow.com/Understand-Personal-Finance-Basics>

<http://bygpub.com/finance/>

<https://www.investopedia.com/university/concepts>

Understanding Finance: Money, Capital, and Investments by Karen Halpren  
ISBN 13 978-0130933546

Other books can be obtained at your local bookstore.

### Budgetary Planning

<http://flexstudy.com/catalog/schpdf.cfm?courseenum=9531a>

<http://searcherp.techtarget.com/definition/budgeting-planning-and-forecasting-BPF>

## Related ISEA Documents

### Article III, Section 4- Governing Body:

The President, Secretary-Treasurer, all the Vice-Presidents, and all members of the Board of Trustees shall compose the governing body of this association in the interim between meetings and reunions (Section 18:040, Annotated Statutes)

### Article V, Section 6: Trustees:

The Board of Trustees, after each annual election, shall meet and organize by electing from its membership a chairman and approving officer. The chairman will appoint a member of the board to serve as secretary. Subject to control of the corporation, said board shall have control of the funds, investments, and property of the association, whether real or personal, not otherwise provide by law or these by-laws; and shall have power to control and manage the charitable and benevolent undertakings of the association, and have such further powers as may from time to time be conferred upon it by the corporation. The president and vice-presidents of the association shall be ex-officio members of the board of Trustees, but shall not be entitled to vote.

## **Corporate Board Membership**

The State President, all Chair Officers and Trustees are the corporate board for the ISEA. As such, each year at the summer convention, this board must meet, discuss business (if any), take appropriate minutes of the corporate meeting, and complete other tasks. The President is the Chair of the ISEA Corporation.

### Order of business

Meeting is opened by the State President

Prayer

Pledge of Allegiance

Roll call of Officers

Read and approve minutes of the previous meeting

Discuss "Old" business (None)

Discuss "New" business (None)

Adjourn

## Final Closing Remarks

### For Reading After Your Term in Office is Complete

Finally, your time as State Trustee is done. Now, you can sit back and relax a bit if you are allowed. You put in a lot of work over the past years and need to take a break. This time may be very traumatic for you. You have had power and respect from the membership for the past several years. Now, in a second, after the new Trustee installation, it is gone. Further, new Trustees may do things differently than you and over time, these changes often result in some depression, resentment, and even anger. You may become short tempered, a bit anxious and even tense.

Recognize the emotions you are feeling is normal and part of a process that Psychologists call a "Resistance to Change." You just put your heart and soul into something for the last six years and now it is over. So, take some time and work through it. Talk to other past Trustees, share your feelings with them. They have gone through it before you and can listen and help you through the process.

When asked, offer advice and mentorship to the new Trustee Chair if asked, but DO NOT criticize, denigrate, butt in or question their management style. You were there once too and had to find your way. Allow them to experience those opportunities you had. However, do offer encouragement, help them relax a bit when necessary, give feedback if asked and relax a bit. You did your job and did it well.

Remember, you are only one of a few people who have ever held a State Trustee's position. It is something to be proud of and something you will remember the rest of your life.

May your life be one of fulfillment to your family, yourself, and to "The Order."

Steve Meier, President, Idaho State Elks Association, 2016-17

Ed Sanman III, Past State President, Idaho State Elks Association, 2013 - 2014

Curt Neely, Past State President, Idaho State Elks Association, 1995 - 1996

Keith Mills, Past State President, Idaho State Elks Association, 2006 – 2007