



# BEER WORTH FINDING VERMONT BREWERS ASSOCIATION

Board Meeting  
Tuesday April 11th, 9:00 am  
Virtual

In attendance: Emma Arian, Joe Lemnah, Bob Grim, Scott Gawitt, Geoff Sewake, Matt Cohen, Seth Howard and Kara Pawlusiak

- Seth shared and reviewed the [January - March 2023 Profit & Loss](#) document. The document includes a comparison of Quarter 1 profit/loss for 2023 versus 2022. Specific line items that were discussed include:
  - 140000 - Fundraising Contractor \$6750.00 (What is this expense for, a deposit to Molloy Brothers?)
  - 85625 Administrative the current expense amount of \$493.02 do not match the details in Quickbooks (QB), Seth said the transactions were closer to \$800
  - 85450 - Uncategorized Expenditure in the amount of \$3,130.20 it is unclear what this expense is for, need clarification
  - 87250 - T-shirts - expense of \$2,082.30. Emma explained this expense is due to the update with the App and the resetting of stamps thus 500 prizes were sent out in January
  - 89625 - Extra Contractual \$8,220.00 (What is this expense for, a deposit to Molloy Brothers?, If so, why are there two, see above 1400000 Fundraising Contractor)
  - 89000 - Professional Development \$76.96 - Looking at this line item leads to a conversation about being mindful to build in \$ for Emma to attend PD opportunities to support areas of learning regarding non-profit leadership, financial management, legislative matters.
  - 89700 - Lobbying Activities - no payments have been made this year to date. At this time 2022, 3 payments had been made for a total of \$6250.00
- Other points of discussion:
  - Stewardship -Clarifying the definition and what types of expenses would be categorized as such. Examples include VBA Staff visiting member breweries and purchasing a beer, VBA staff taking an Allied member to lunch
  - Currently VBA has two bank accounts, Community Bank account has approximately \$29,000 and Vermont Federal account has \$108,000. Discussed closing the Community account and moving all \$ to one bank account.
  - Geoff - Inquired about creating a standardized expense reimbursement form for Board members to cover travel to meet with new/potential/current members, mileage reimbursement for attending board meetings and other expenses that may be incurred.

- Who currently is entering transactions into Quickbooks? Recent practice is that Gordon enters transactions and Will (our accountant) reconciles at the end of the month. Emma needs to be taught how to use QB, Geoff suggested that the best practice would be for Emma to meet with an accountant who is aware of the organization's tax requirements.
- When was the last time the organization had an audit? - No one has information about this.
- Seeking out free or low cost resources for nonprofits for accounting (to make sure we don't jeopardize status), legal advice
- Emma inquired about attending the CBC in Nashville. Board was in agreement that attending would not have a lot of value at this point. Her time is better spent networking in the Northeast and with the VBA responsibilities.
- Creating a plan about how/when VBA staff connect with member breweries (visits, phone calls, Zoom/just getting a pulse on how things are going for members)
- 2023 Budget Development
  - Seth will draft a budget in QB based on past income/expenses
  - Emma and Kara will put together budgets for the festival and conference and provide this information to Seth to be included in the draft budget.
  - Include money in the line item 89500 Professional Development for Emma to learn more about leadership in nonprofits, financial management and legislature
- Action Items for next meeting - Tuesday May 16th 12:00-4:00 at BBCO
  - Email agenda items to Joe and Bob
  - Seth will draft 2023 budget
  - Emma to provide forecast about quarter 2 income/expenses
  - Emma to look at following expenses to get clarification of what they are for.
    - 85450 - Uncategorized Expenditure in the amount of \$3,130.20 it is unclear what this expense is for, need clarification
    - 89625 - Extra Contractual \$8,220.00 (What is this expense for, a deposit to Molloy Brothers?, If so, why are there two, see above 1400000 Fundraising Contractor)