

Executive Director Report
Robin M. Waley
Period Covering: February 15, 2021 – June 25, 2021
JUNE 25, 2021



Dear Madame President and Board of Directors,

It is a pleasure to present to the National Board of Directors the Executive Director's report covering the requested period.

I. Concerns and Recommendations:

1. Voice Over IP Phone System – The phones have performed substandardly with high instances of failed connect calls. We have worked extensively with Verizon to find a solution to the problem, but to no avail. We will now seek the most cost-effective way to replace the system with a traditional land-line phone system.

II. Building Repairs and Maintenance:

1. Upon receiving four bids from roof contractors, the Executive Board of Directors reviewed and awarded the project to Maggio Roofers. The contractors completed work on the roof in the first week of June 2021; however, not before submission of three change orders totaling \$10.6k. In addition, there was concerns for a missed section of roof that was not repaired. An unpaid balance owed to the contractor remains in the amount of **\$19,301.00** until the issues are resolved to both party's satisfaction.
2. The A/C system supporting the 2nd and 3rd floors in the building is struggling. The HVAC contractor made minor adjustments to the system to allow dependence on the air handler and relieve pressure on the system. Eventually, a replacement will be warranted, which should be covered under the commercial insurance policy. We will revisit the issue in FY2022.

III. National Office Administration:

1. Paycheck Protection Program – The Association received a second draw of funding in the amount of \$10,120.00. National has begun the application process for loan forgiveness and hope to receive a decision before the end of this fiscal year, June 30, 2021.
2. New Members – National processed 98 new members for the Super Connection Induction Ceremony.
3. Life Members – National processed 33 Life Member final payments and assisted in the preparation of the induction ceremony.
4. Virtual 83rd National Convention – National processed 420 convention registrations to-date and assisted in purchasing supplies and materials for the event.

IV. Presidents' Wall:

1. National Office proposes the creation of a Presidents' Wall to be located in the sitting lounge of the facility. The wall will display the Founders and all National Presidents to-date. Photos will be professionally digitized, placed in framing and arranged along the entire perimeter of the wall (see vendor's quote). National will seek independent funding for completion of the project.

V. Financial Reporting:

The graph below is the Profit & Loss Previous Year Comparison, Year-to-Date

	Jul 1, '20 - Jun 25, 21	Jul 1, '19 - Jun 25, 20	\$ Change	% Change
INCOME				
Membership dues	131,492.40	129,158.70	2,333.70	1.81%
Joining & Related fees	63,952.00	22,720.00	41,232.00	181.48%
Scholarships	104,494.40	66,421.60	38,072.80	57.32%
Contributions / Donations	36,054.34	9,958.19	26,096.15	262.06%
Clubs insurance reimbursement	25,380.00	25,110.00	270.00	1.08%
Rental income	32,957.81	36,398.49	-3,440.68	-9.45%
Other	18,813.00	14,046.60	4,766.40	33.93%
Education / Training	8,215.00	5,955.00	2,260.00	37.95%
Convention & related fees	0.00	124,116.42	-124,116.42	-100.0%
TOTAL INCOME	421,358.95	433,885.00	-12,526.05	-2.89%
EXPENSE				
Salaries & wages	47,519.27	36,719.08	10,800.19	29.41%
Employee benefits	9,265.77	8,270.92	994.85	12.03%
Travel	21.50	1,876.59	-1,855.09	-98.85%
Hotel	0.00	7,665.00	-7,665.00	-100.0%
Meals	0.00	1,104.48	-1,104.48	-100.0%
Utilities	4,919.64	6,319.04	-1,399.40	-22.15%
Repairs & Maintenance	10,600.97	9,002.86	1,598.11	17.75%
Real estate taxes	33,074.45	30,698.78	2,375.67	7.74%
Building occupancy	10,866.01	9,535.98	5,303.81	13.95%
Telephone	7,059.69	6,832.69	227.00	3.32%
Office administration & related	19,652.30	21,809.55	2,157.25	-9.89%
Meetings & conferences	671.64	0.00	671.64	100.0%
Supplies	10,262.98	14,430.92	-4,167.94	-28.88%
National program (L.E.T.)	3,050.00	100.00	2,950.00	2,950.0%
Convention & related expense	0.00	122,087.18	-122,087.18	-100.0%
Furniture & Décor'	1,118.80	46.99	1,071.81	2,280.93%
Insurance	32,105.25	38,909.53	-6,804.28	-17.49%
Scholarships	91,500.00	59,200.00	32,300.00	54.56%
Contributions paid	200.00	0.00	200.00	100.0%
Events	0.00	2,584.50	-2,584.50	-100.0%
Professional fees	350.00	8,975.00	-8,625.00	-96.1%
Miscellaneous	112.17	13.00	99.17	762.85%
Personal property taxes & related	522.27	171.90	350.37	203.82%
Airbnb rental	5,532.03	7,679.95	-2,147.92	-27.97%
Bad debt	0.00	912.00	-912.00	-100.0%
Contingency	4,877.50	0.00	4,877.50	100.0%
TOTAL EXPENSE	293,282.24	394,945.94	-101,663.70	-25.74%
NET INCOME	128,076.71	38,939.06	89,137.65	228.92%

VI. Important Upcoming Activities:

1. Virtual 83rd National Convention

In Unity,
Robin M. Waley
Executive Director