

ANA BUSINESS

# Board Convenes in Colorado Springs

*At ANA headquarters in October, officials considered operations, finance, education, conventions and awards.*

[COLORADO SPRINGS] The Board of Governors met in open and executive sessions at American Numismatic Association headquarters in Colorado Springs on October 13 and 14. Present and voting were President Barry S. Stuppler, Vice President Patricia Jagger Finner, and Governors Joseph E. Boling, Alan Herbert, Chester L. Krause, Clifford Mishler, Walter A. Ostromecki, Edward C. Rochette and Wendell A. Wolka. Also in attendance were Executive Director Larry Shepherd, General Counsel A. Ronald Sirna Jr., Senior Administrative Manager Kimberly Kiick, Controller Carol Shuman and Executive Assistant Ann Rahn.

The following is excerpted from the official minutes:

## Board Operations

Motion by Rochette, second by Ostromecki, that the executive director develop an ANA policy and procedure manual, to be framed by the Board's next meeting in January 2009 and completed by its meeting at the ANA National Money Show™ in March 2009.

*Passed—Unanimous*

Motion by Krause, second by Wolka, that the ANA adopt the following job description for ANA parliamentarian, as proposed by the executive director:

The position of parliamentarian requires a level of familiarity with *Robert's Rules of Order* that enables him/her to quickly and effectively research parliamentary questions, as is often required in a meeting situation, and to demonstrate an in-depth knowledge of parliamen-

tary procedure. This is a Board-appointed position.

### *Duties and Responsibilities:*

- Attend every ANA Board meeting as a non-voting member
- Perform the role of parliamentarian during these meetings to provide effective, practical help to the ANA president, Board and general membership on all parliamentary procedures according to *Robert's Rules of Order* and keep copies of same with him/her at all times during meetings

- Function in the role of the parliamentarian to assist and support the president in maintaining order and adhering to time schedules as approved by the Board or membership
- Interpret the ANA Federal Charter, Bylaws and Codes of Ethics and determine when they overrule *Robert's Rules of Order*

- Ensure that all meetings are conducted in accordance with proper parliamentary procedures and inform the president, executive director and the Board of errors in parliamentary procedure if they affect the basic rights of ANA members

- Coordinate and assist during the installation of new officers and governors

### *Skills and Qualifications:*

- ANA member
- Level of familiarity with the four key areas of parliamentary procedure to include: a) motions and related procedures; b) meetings; c) officers, boards, committees, voting and elections; and d) rules of the assembly
- Ability to preside over a meeting; to perform the duties of parliamentarian for another presiding officer and help him/her preside effectively; and to consult organizations on the

rules that govern their meetings and operations

- Access to the Internet and e-mail
- Good communication skills

*Passed—Unanimous*

Motion by Krause, second by Wolka, that ANA General Counsel A. Ronald Sirna Jr. be appointed ANA parliamentarian.

*Passed—8 yes, 1 abstain (Ostromecki)*

## Finance

Motion by Herbert, second by Mishler, that the Board adopt the following job description for ANA treasurer, as proposed by the executive director:

The treasurer is the Association's overseer of the accounts, and must understand and be able to explain the budget to the Board of Governors, executive director and ANA members. This is a Board-appointed position.

### *Duties and Responsibilities:*

- Maintain knowledge of the Association and commit to its goals and objectives

- Serve as the chair of the Finance Committee

- Manage, with the Finance Committee, the Board's review of and action related to the Board's financial responsibilities

- Work with the executive director and the controller to ensure that appropriate financial reports are made available to the Board on a timely basis
- Review the Association's monthly financial statements

- Participate in the budget process

- Review the annual budget prior to presenting it for Board approval

- Review the annual audit and answer Board members' questions about the audit

- Provide a written treasurer's report to the ANA Board of Governors and the executive director at each National Money Show™ and World's Fair of Money® Board meeting, and at other times as requested by

the Board

- Review the annual tax returns as prepared by the Association's accountants

*Skills and Qualifications:*

- ANA member
- CPA required
- An understanding of financial accounting for nonprofit organizations
- A level of familiarity with accounting, tax and investment reports
- Access to the Internet and e-mail
- Good communication skills

*Passed—Unanimous*

Motion by Ostromecki, second by Herbert, that the executive director, treasurer and assistant treasurers be bonded and authorized to sign checks under \$5,000. Checks over \$5,000 must be signed by two of the above-named individuals.

*Passed—Unanimous*

Motion by Wolka, second by Ostromecki, that the Board accept the Fiscal Year 2006-07 "Financial State-

ment Report," which inadvertently were not approved in August 2007.

*Passed—Unanimous*

Motion by Wolka, second by Rochette, that the Board accept the Fiscal Year 2007-08 "Financial Statements with Independent Auditor's Report."

*Passed—Unanimous*

Motion by Rochette, second by Herbert, that the ANA establish a credit-card relationship with First Community Bank and provide an appropriate corporate resolution.

*Passed—1 Absent (Wolka)*

### **Conventions**

Motion by Mishler, second by Rochette, that the ANA cease using third-party firms to engage convention centers, hotels or decorators.

*Passed—Unanimous*

Motion by Finner, second by Mishler, that the Board approve President Stuppler's appointments of Sam Deep as ANA chief judge

and Mark Lighterman as national exhibit coordinator.

*Passed—Unanimous*

### **Awards**

Motion by Wolka, second by Krause, that the ANA establish the Adna G. Wilde Jr. Award for Excellence and present the first award to Adna G. Wilde Jr.

*Passed—Unanimous*

### **Education**

Motion by Mishler, second by Rochette, that the ANA establish the Florence Schook School of Numismatics as outlined in the executive director's report on the same.

*Passed—Unanimous*



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