

NORTHEAST FLORIDA INTERGROUP STEERING COMMITTEE MINUTES  
November 16, 2015

**Voting Members present:** Dist. 6-Michael H., IG Chair-Carl G., IG V.Chair/Treasurer-Rick T., Dist. 30-Jack, G., Office Administrator-Amy C., Dist. 3-Ski V., Dist. 1-Walter S.

**Members not in Attendance:** Dist. 24-Amy W., Dist. 25-Cherie J., Dist. 4-Paul C.,

Guests: Dan B., Treasurer Elect, Lella Skinner, QuickBooks ProAdvisor

The meeting was called to order by Steering Committee Chair Michael H. at 1:35pm and was followed by a moment of silence and the Serenity Prayer.

Michael advised the committee that today's meeting was called to discuss the ongoing problems and potential solutions to the transition from desktop QuickBooks(QB) to the online version of QuickBooks. He introduced QB ProAdvisor Lella Skinner who had been hired to review our efforts.

Ms. Skinner advised that she had worked with Amy C, Office Administrator, and determined that the way online QB handled sales from inventory was very different from the desktop version and did not allow accurate posting of sales for NEFLIG. This problem had resulted in delays in posting the October 2015 sales; consequently making accurate reporting of our financial condition impossible. QB on-line also requires NEFLIG to change the item number/description of every item in inventory. Her efforts to work with QB support to resolve this problem had not reached a satisfactory solution. The only solution was to create inventory reports using additional software such as MS Excel. This in essence would substantially increase the work load for Amy C.

NEFIG currently pays for an annual subscription of QB which requires annual paid updates. Ms. Skinner recommended that we "return" the online version of QB and purchase the *QB Non-Profit Premier* which would solve our problem and have the additional benefit of only requiring updates every three years. She would be able to provide that product at a 35% discount and strongly recommended that she be contracted to supervise the installation. She believes that it will not require many hours to do the installation.

After discussion Jack G. made the following motion: Moved to purchase the *QB Non-Profit Premier* product with payroll module and contract Ms. Skinner to install with costs not to exceed \$950. The motion was seconded by Walter S. and unanimously approved by the Steering Committee.

Michael H led a discussion on ways to assist Amy C. in getting the financial information updated once the new QB system had been installed.

The meeting was adjourned at 2:35pm.

Respectfully Submitted,

Richard T.,  
NEFIG Vice-Chair and Treasurer