

OFFICERS

Melanie Campbell, President
 Alicia Peterkin, Vice President
 Janine Heydrick, Secretary/Historian

Michele Tooles, Treasurer
 Vacant, Member Benefits/Resources

DIRECTORS AT LARGE

Vacant, Professional Development
 Dionne Thomas, Membership
 Rachael Hodo, Marketing

International Virtual Assistants Association

Annual General Meeting Minutes
 April 29, 2022

CALL TO ORDER

Annual General Meeting called to order by President Campbell at 1:02 PM ET.

ROLL CALL / ATTENDANCE

Board Members		Members in Attendance
Melanie Campbell, President	√	Terrie Morinaga
Alicia Peterkin, Vice-President	√	
Janine Heydrick, Secretary	√	
Michele Tooles, Treasurer	√	
Rachael Hodo, Marketing Director	√	
Dionne Thomas, Membership Director	unexcused	

ANNOUNCEMENTS

N/A.

APPROVAL OF THE MARCH 2022 MEETING MINUTES

Vice President Peterkin motion to accept the March 2022 meeting minutes. Treasurer Tooles second the motion. Motion has passed unanimously with the board members present.

Motion approved

APPROVAL OF THE APRIL 2022 MEETING AGENDA

Treasurer Tooles motion to accept the April 2022 meeting agenda. Vice President Peterkin second the motion. Motion has passed unanimously with the board members present.

Motion approved

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BOARD REPORTS

- **President by Melanie Campbell**
 - Nothing to add to the submitted report.
- **Vice-President by Alicia Peterkin**
 - Nothing to add to the submitted report.
- **Secretary/Historian by Janine Heydrick**
 - Nothing to add to the submitted report.
- **Treasurer Report by Michele Toolles**
 - Approval of the March 2022 Financial Report: Secretary Heydrick motion to accept the March 2022 Financial Report. Vice Peterkin second the motion. Motion has passed unanimously with the board members present.

Motions Approved

- **Professional Development by Janine Heydrick (Interim)**
 - Nothing to add to the submitted report.
- **Marketing by Rachael Hodo**
 - Nothing to add to the submitted report.
- **Member Benefits/Resources**
 - No report.
- **Membership by Melanie Campbell for Dionne Thomas**
 - Nothing to add to the submitted report.
- **Volunteer by Melanie Campbell for Alicia Peterkin**
 - Nothing to add to the submitted report.

UNFINISHED BUSINESS

- 2022-2023 IVAA Board of Directors tabled until May meeting.

NEW BUSINESS

- No new business.

ADJOURNMENT

- Director Hodo motion to adjourn the April 29, 2022 Annual General Meeting. Treasurer Tooles second the motion. Motion has passed unanimously with the board members present.

Motion approved

Meeting adjourned at 1:10PM ET.

Respectively Submitted,

Janine Heydrick

Janine Heydrick
Secretary

BOARD REPORTS FOR APRIL 2022

PRESIDENT

- No report submitted.

Melanie Campbell, President

VICE-PRESIDENT

- No report submitted.

Alicia Peterkin, Vice President

SECRETARY/HISTORIAN

- April Annual General Meeting minutes and Board reports submitted to and approved by President Campbell.

Respectfully submitted, Janine Heydrick, Secretary/Historian

TREASURER

- April report submitted for approval (attachment).

Respectfully submitted, Michele Tooles, Treasurer

PROFESSIONAL DEVELOPMENT

- April Professional Development Report

Meeting	Date	Registered	Attended*
RR*	N/A	N/A	N/A
Coffee Chat**	4/14	1	unknown
EOM*	N/A	N/A	N/A

*The number attended includes the speaker and moderator.

**Coffee Chats and Networking Sessions are set up as meetings. Reports show number of registrations not attendees. The number attended includes the speaker and moderator.

- Thank you to Doreen Patrick, Webinar Speaker Specialist, for putting together the Professional Development Monthly Report.

Respectfully submitted, Janine Heydrick, Interim Professional Development Director

MARKETING – Social Media

	INSTAGRAM				FACEBOOK									
	Instagram Followers	% Increase	Posts	Engagement	# Page Likes	% increase	# Followers	% increase	Facebook Members Group	Posts	Engagements	Reactions	Shares	Comments
05/05/2021	392	2.89%	29	41	8363	0.10%	9,440	13.04%	210	45	444	377	39	28
06/05/2021	407	3.83%	29	63	8347	-0.19%	9,473	0.35%	209	29	19	18	0	1
07/05/2021	412	1.23%	17	36	8346	-0.01%	9,495	0.23%	204	16	11	7	0	4
08/02/2021	420	1.94%	16	16	8355	0.11%	9,505	0.11%	205	25	20	7	0	4
09/01/2021	424	0.95%	17	36	8389	0.41%	9,506	0.01%	203	16	11	7	0	4
10/01/2021	407	-4.01%	29	64	8388	-0.01%	9,513	0.07%	206	16	2	2	0	0
11/01/2021	412	1.23%	17	36	8386	-0.02%	9,511	-0.02%	205	16	11	7	0	4
12/01/2021	460	11.65%	17	36	8383	-0.04%	9,515	0.04%	209	16	11	7	0	
01/01/2022	477	3.70%	18	37	8379	-0.05%	9,508	-0.07%	205	0	3	2	0	
02/01/2022	489	2.52%	16	16	8334	-0.54%	9503	-0.05%	208	4	37	16	0	21
03/01/2022	498	1.84%	1	6	8382	0.58%	9509	0.06%	208	4	26	15	0	15
04/01/2022	498	0.00%	18	40	8379	-0.04%	9508	-0.01%	204	5	17	13	0	4
05/01/2022	500	0.40%	34	28	8382	0.04%	9507	-0.01%	201	34	28	20	1	7

	LINKEDIN					TWITTER					YOUTUBE	
	LinkedIn Page	% Increase	LinkedIn Group	% increase	Posts	Twitter (FWLING)	Followers	FWLERS % increase	Tweets	Engagements	Subscribers	% increase
05/05/2021	1156	1.58%	7622		14		7006	-0.13%	22	25	380	-0.52%
06/05/2021	1174	1.56%	7622			7006	6945	-0.87%	29	22	379	-0.26%
07/05/2021	1184	0.85%	7651	0.38%		6945	6939	-0.09%	16	20	378	-0.26%
08/02/2021	1215	2.62%	7636	-0.20%	16	6283	6938	-0.01%	16	20	378	0.00%
09/01/2021	1240	2.06%	7612	-0.31%	16	6273	6935	-0.04%	16	20	376	-0.53%
10/01/2021	1240	0.00%	7602	-0.13%	16	6260	6933	-0.03%	16	9	375	-0.27%
11/01/2021	1274	2.74%	7592	-0.13%	15	6248	6927	-0.09%	16	20	374	-0.27%
12/01/2021	1286	0.94%	7578	-0.18%	4	6232	6934	0.10%	4	3	374	0.00%
01/01/2022	1305	1.48%	7574	-0.05%	0	6228	6930	-0.06%	0	3	374	0.00%
02/01/2022	1328	1.76%	7539	-0.46%	4	6213	6929	-0.01%	3	0	371	-0.80%
03/01/2022	1334	0.45%	7528	-0.15%	0	6206	6925	-0.06%	1	2	370	-0.27%
04/01/2022	1354	1.50%	7654	1.67%	5	6205	6919	-0.09%	18	0	368	-0.54%
05/01/2022	1364	0.74%	7634	-0.26%	34	6187	6902	-0.25%	34	1	367	-0.27%

Respectfully submitted, Rachael Hodo, Marketing Director

MEMBER BENEFITS/RESOURCES

- No report submitted.

Membership Benefits/Resources Director

MEMBERSHIP

- **Number of new members April: 7**
 - Provide name & email addresses

Christine	Cassetta-Trog	kristi@cctexec.com
Erica	Vialls-Bougie	ericavialls.w@gmail.com
Bai-Leigh	Chapman	heygirl@valleyvirtualassistance.com
Candice	Estrada	C.estrada1984@live.com
Aleta	Hughes	ash@ashexecservices.com
Maricel	Villagra	villagra.maricel@gmail.com
Mena-Lee	Pelkey	hello@precisionpaperwork.ca

- **Number of Lapsed members April: 10**
 - Cancelled 5
 - Credit card declined 5
- **Total current membership (per Infusionsoft) 370**
- **Total current Facebook members 201**
- **Number of Upcoming membership renewals (May 2022): 5**
- **Issues April (items sent to ClickUp)**
 - Trinna Williams – still not getting RFPs in email

Respectfully submitted, Dionne Thomas, Membership Director

VOLUNTEER COORDINATOR

- No report submitted.

Alicia Perkin, Interim Volunteer Coordinator

Monthly Financial Reports

International Virtual Assistants Association
For the period ended April 30, 2022

Prepared on
May 9, 2022

Balance Sheet

As of April 30, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 Bank of America General Account	64,943.00
1020 PayPal	4,646.66
Total Bank Accounts	69,589.66
Accounts Receivable	
1200 Accounts Receivable	-190.00
Total Accounts Receivable	-190.00
Total Current Assets	69,399.66
TOTAL ASSETS	\$69,399.66
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	2,273.76
Total Accounts Payable	2,273.76
Total Current Liabilities	2,273.76
Total Liabilities	2,273.76
Equity	
32000 Retained Earnings	87,113.44
Net Income	-19,987.54
Total Equity	67,125.90
TOTAL LIABILITIES AND EQUITY	\$69,399.66

Profit and Loss by Class

April 2022

	Administration	Membership Dept.	PR-Marketing	TOTAL
INCOME				
4150 Renewal - Regular		1,179.00		1,179.00
4190 Affiliate Commissions	101.69			101.69
Total Income	101.69	1,179.00	0.00	1,280.69
GROSS PROFIT				
	101.69	1,179.00	0.00	1,280.69
EXPENSES				
6010 Discount Fees (Merchant Svcs)				0.00
6125 Credit Card Merchant Services Fees	14.00	78.53		92.53
Total 6010 Discount Fees (Merchant Svcs)	14.00	78.53		92.53
6090 Internet Services				0.00
6091 Internet Services - General	1,200.91			1,200.91
6092 Chat Software	139.96			139.96
6094 Domain Registration	21.20			21.20
Total 6090 Internet Services	1,362.07			1,362.07
6284 Contracted Services	1,460.00	113.76	700.00	2,273.76
6285 Website				0.00
6285-1 Website - General	54.00			54.00
6285-2 Website - Hosting	263.00			263.00
Total 6285 Website	317.00			317.00
Telephone	40.02			40.02
Total Expenses	3,193.09	192.29	700.00	4,085.38
NET OPERATING INCOME	-3,091.40	986.71	-700.00	-2,804.69
NET INCOME	\$ -3,091.40	\$986.71	\$ -700.00	\$ -2,804.69

International Virtual Assistants Association

1000 Bank of America General Account, Period Ending 04/30/2022

RECONCILIATION REPORT

Reconciled on: 05/09/2022

Reconciled by: Teresa Morinaga

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	67,445.34
Checks and payments cleared (38).....	-3,519.03
Deposits and other credits cleared (12).....	1,280.69
Statement ending balance.....	<u>65,207.00</u>

Register balance as of 04/30/2022.....	65,207.00
Cleared transactions after 04/30/2022.....	0.00
Uncleared transactions after 04/30/2022.....	-1,944.64
Register balance as of 05/09/2022.....	63,262.36

Details

Checks and payments cleared (38)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/01/2022	Expense		Expensify	-20.00
04/04/2022	Expense		GSuite	-108.00
04/04/2022	Expense		Send Out Cards	-33.60
04/04/2022	Expense		Authnet Gateway	-14.00
04/04/2022	Expense		Amazon.Com	-4.17
04/05/2022	Expense		Hootsuite	-47.88
04/05/2022	Expense		CTS Holdings	-0.70
04/06/2022	Expense		CTS Holdings	-0.70
04/07/2022	Bill Payment		Perfect Bookkeeping and Offic...	-500.00
04/07/2022	Expense		CTS Holdings	-34.02
04/07/2022	Expense			-30.00
04/08/2022	Expense		CTS Holdings	-0.70
04/11/2022	Bill Payment		The Virtual Secretary	-765.00
04/11/2022	Bill Payment		The Virtual Secretary	-525.00
04/11/2022	Expense		CTS Holdings	-4.81
04/12/2022	Bill Payment		A-Z Admin Solutions	-181.41
04/12/2022	Expense		Zoom	-139.96
04/12/2022	Expense		CTS Holdings	-1.75
04/14/2022	Expense		CTS Holdings	-4.71
04/18/2022	Expense		Liquid Web	-263.00
04/18/2022	Expense		Go Daddy Software	-12.17
04/18/2022	Expense		CTS Holdings	-4.71
04/19/2022	Expense		grasshoppergotvmail	-40.02
04/19/2022	Expense		Adobe	-23.88
04/19/2022	Expense		CTS Holdings	-4.71
04/19/2022	Expense		CTS Holdings	-0.94
04/22/2022	Expense		CTS Holdings	-4.71
04/25/2022	Expense		Wufoo	-39.00
04/25/2022	Expense		Dropbox	-11.99
04/25/2022	Expense		Go Daddy Software	-9.03
04/25/2022	Expense		CTS Holdings	-3.85
04/26/2022	Expense		CTS Holdings	-0.35
04/26/2022	Expense		CTS Holdings	-9.42
04/26/2022	Expense		Meet Edgar	-388.00
04/27/2022	Expense		Canva	-10.49
04/27/2022	Expense		CTS Holdings	-2.10
04/28/2022	Expense		Infusionsoft	-273.90
04/29/2022	Expense		CTS Holdings	-0.35

Total -3,519.03

Deposits and other credits cleared (12)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/07/2022	Deposit		CTS Holdings	44.00
04/08/2022	Deposit			51.58
04/11/2022	Deposit		CTS Holdings	137.00
04/12/2022	Deposit		CTS Holdings	44.00
04/14/2022	Deposit		CTS Holdings	137.00
04/18/2022	Deposit		CTS Holdings	137.00
04/19/2022	Deposit		CTS Holdings	137.00
04/22/2022	Deposit		CTS Holdings	137.00
04/25/2022	Deposit		CTS Holdings	88.00
04/26/2022	Deposit		CTS Holdings	274.00
04/27/2022	Deposit		CTS Holdings	44.00
04/29/2022	Deposit			50.11
Total				1,280.69

Additional Information

Uncleared checks and payments after 04/30/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/01/2022	Expense		Liquid Web	-259.00
05/02/2022	Expense		Federal Express	-51.35
05/02/2022	Expense		Expensify	-10.00
05/02/2022	Expense		CTS Holdings	-11.27
05/02/2022	Expense		Send Out Cards	-33.60
05/03/2022	Expense		CTS Holdings	-0.70
05/03/2022	Expense		Amazon.Com	-4.18
05/03/2022	Expense		CTS Holdings	-6.81
05/03/2022	Expense		Authnet Gateway	-17.25
05/04/2022	Expense		CTS Holdings	-4.05
05/04/2022	Expense		GSuite	-108.00
05/05/2022	Expense		Aksmt.com	-15.00
05/05/2022	Expense		CTS Holdings Fees	-9.62
05/06/2022	Expense		CTS Holdings	-1.05
05/09/2022	Bill Payment	Bank35	The Virtual Secretary	-700.00
05/09/2022	Bill Payment		A-Z Admin Solutions	-113.76
05/09/2022	Bill Payment	Bank36	The Virtual Secretary	-900.00
05/09/2022	Bill Payment	Bank37	Perfect Bookkeeping and Offic...	-500.00
05/09/2022	Bill Payment	Bank34	Doreen Patrick - Virtual Busin...	-60.00
Total				-2,805.64

Uncleared deposits and other credits after 04/30/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/02/2022	Deposit		CTS Holdings	318.00
05/03/2022	Deposit		CTS Holdings	181.00
05/04/2022	Deposit		CTS Holdings	88.00
05/05/2022	Deposit		CTS Holdings	274.00
Total				861.00