
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
June 24, 2022, 1:00 PM EST
Zoom Room

Meeting Agenda

The materials contained in this agenda and supporting reports are confidential to IVAA members. Discussion or dissemination of its content outside of IVAA's forums is expressly forbidden. Members who discuss or disseminate this information outside of IVAA's forums may be subject to removal from membership.

CALL TO ORDER

ROLL CALL: BOARD MEMBERS

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

Open, Professional Development Director
Rachael Hodo, Marketing Director
Open, Members Benefits/Resources
Dionne Thomas, Membership Director

APPROVAL OF THE APRIL 2022 ANNUAL GENERAL MEETING MINUTES

APPROVAL OF THE JUNE 2022 BOARD MEETING AGENDA

BOARD REPORTS:

- President
- Vice President
- Secretary
- Treasurer
- Professional Development
- Marketing (includes Social Media/Website)
- Member Benefits/Resources
- Membership

COMMITTEE REPORTS

- Volunteer Coordinator

UNFINISHED BUSINESS

**WEB**

www.ivaa.org

EMAIL

info@ivaa.org

PHONE

877.440.2750

FAX

888.259.2487

MAIL

3773 Howard Hughes Pkwy, Suite 500S ✪ Las Vegas, NV 89169-6014

NEW BUSINESS

ADJOURNMENT

This agenda was approved by President Campbell and posted on the IVAA website in the Members Only Area on June 20, 2022.

Respectfully submitted,

Janine Heydrick

Janine Heydrick
IVAA Secretary

BOARD REPORTS FOR MAY 2022

PRESIDENT

- Summer is here (at least in Florida – snow in some parts of the US). Where to start the weather, economy or
- We are launching into another year at IVAA. Members look for a survey or phone call in the next few months.
- Do you have a recommendation for Affiliates, Resources and/or Benefits? Reach out to me. Office supply companies, programs/software, etc. Help us help you with discounts.
- We are changing things in the Education; it will now be Professional Development. Look for monthly topics.
- Do you have suggestions, ideas, or anything please feel free to contact me at president@ivaa.org.

Melanie Campbell, President

VICE-PRESIDENT

- No report submitted.

Alicia Peterkin, Vice President

SECRETARY/HISTORIAN

- May Board reports submitted to and approved by President Campbell.
Respectfully submitted, Janine Heydrick, Secretary/Historian

TREASURER

- May report submitted for approval (attachment).

Respectfully submitted, Michele Toolles, Treasurer

PROFESSIONAL DEVELOPMENT

- May Professional Development Report

Meeting	Date	Registered	Attended*
RR*	N/A	N/A	N/A
Coffee Chat**	N/A	N/A	N/A
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 Education Director

MARKETING – Social Media

	INSTAGRAM				FACEBOOK									
	Instagram Followers	% Increase	Posts	Engagement	# Page Likes	% increase	# Followers	% increase	Facebook Members Group	Posts	Engagements	Reactions	Shares	Comments
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
06/01/2022	509	1.80%	missing	missing	8381	-0.01%	9505	-0.02%	197	15	2	1	0	1

	LINKEDIN					TWITTER					YOUTUBE	
	LinkedIn Page	% Increase	LinkedIn Group	% increase	Posts	Twitter (FWLING)	Followers	FWLERS % increase	Tweets	Engagements	Subscribers	% increase
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%
06/01/2022	1379	1.10%	7621	-0.17%	15	6178	6894	-0.12%	15	0	365	-0.54%

Respectfully submitted, Rachael Hodo, Marketing Director

MEMBER BENEFITS/RESOURCES

- No report submitted.

Membership Benefits/Resources Director

MEMBERSHIP

- **Number of new members May: 6**
 - Provide name & email addresses

Tabitha	Stevenson	tabitha@mindfulofficesolutions.com
DC	Glenn	dcgottaeat@yahoo.com
Rumella	Cameron	rumella@conversance.biz
Heather	Neff	heatherneff.va@yahoo.com
Trish	Hallmark	trish@thvaonline.com
Jody	Pinkston	jody@avirtualadvantagellc.com
abitha	Stevenson	tabitha@mindfulofficesolutions.com

- **Number of Lapsed members May: 11**
 - Cancelled **6**
 - Credit card declined **5**
- **Total current membership (per Infusionsoft) 366**
- **Total current Facebook members 195**
- **Number of Upcoming membership renewals (June 2022): 6**
- **Issues May (items sent to ClickUp)**
 - Mena-Lee Pelkey (who just joined) – cannot sign up for any events

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 May 31, 2022

Prepared on
June 8, 2022

Balance Sheet

As of May 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 Bank of America General Account	63,466.84
1020 PayPal	4,646.66
Total Bank Accounts	68,113.50
Accounts Receivable	
1200 Accounts Receivable	-190.00
Total Accounts Receivable	-190.00
Total Current Assets	67,923.50
TOTAL ASSETS	\$67,923.50
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	1,670.00
Total Accounts Payable	1,670.00
Total Current Liabilities	1,670.00
Total Liabilities	1,670.00
Equity	
32000 Retained Earnings	87,113.44
Net Income	-20,859.94
Total Equity	66,253.50
TOTAL LIABILITIES AND EQUITY	\$67,923.50

Profit and Loss by Class

May 2022

	Administration	Membership Dept.	PR-Marketing	TOTAL
INCOME				
4150 Renewal - Regular		2,076.00		2,076.00
4190 Affiliate Commissions	45.75			45.75
Total Income	45.75	2,076.00	0.00	2,121.75
GROSS PROFIT				
	45.75	2,076.00	0.00	2,121.75
EXPENSES				
6010 Discount Fees (Merchant Svcs)				0.00
6125 Credit Card Merchant Services Fees	131.37			131.37
Total 6010 Discount Fees (Merchant Svcs)	131.37			131.37
6070 Insurance	425.00			425.00
6090 Internet Services				0.00
6091 Internet Services - General	452.16			452.16
6092 Chat Software	139.96			139.96
Total 6090 Internet Services	592.12			592.12
6135 Postage & Shipping	51.35			51.35
6250 Utilities				0.00
6255 Telephone	41.31			41.31
Total 6250 Utilities	41.31			41.31
6284 Contracted Services	950.00		720.00	1,670.00
6285 Website				0.00
6285-1 Website - General	84.00			84.00
6285-2 Website - Hosting	263.00			263.00
Total 6285 Website	347.00			347.00
Total Expenses	2,538.15	0.00	720.00	3,258.15
NET OPERATING INCOME	-2,492.40	2,076.00	-720.00	-1,136.40
NET INCOME	\$ -2,492.40	\$2,076.00	\$ -720.00	\$ -1,136.40

International Virtual Assistants Association

1000 Bank of America General Account, Period Ending 05/31/2022

RECONCILIATION REPORT

Reconciled on: 06/08/2022

Reconciled by: Teresa Morinaga

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

Summary

USD

Statement beginning balance.....	65,207.00
Checks and payments cleared (42).....	-3,846.91
Deposits and other credits cleared (16).....	2,121.75
Statement ending balance.....	<u>63,481.84</u>
Uncleared transactions as of 05/31/2022.....	-15.00
Register balance as of 05/31/2022.....	63,466.84
Cleared transactions after 05/31/2022.....	0.00
Uncleared transactions after 05/31/2022.....	-1,905.70
Register balance as of 06/08/2022.....	61,561.14

Details

Checks and payments cleared (42)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/02/2022	Expense		Federal Express	-51.35
05/02/2022	Expense		Send Out Cards	-33.60
05/02/2022	Expense		CTS Holdings	-11.27
05/02/2022	Expense		Expensify	-10.00
05/03/2022	Expense		Authnet Gateway	-17.25
05/03/2022	Expense		CTS Holdings	-6.81
05/03/2022	Expense		CTS Holdings	-0.70
05/03/2022	Expense		Amazon.Com	-4.18
05/04/2022	Expense		GSuite	-108.00
05/04/2022	Expense		CTS Holdings	-4.05
05/05/2022	Expense		CTS Holdings Fees	-9.62
05/06/2022	Expense		CTS Holdings	-1.05
05/09/2022	Bill Payment	Bank34	Doreen Patrick - Virtual Busin...	-60.00
05/09/2022	Expense		Akismet	-30.00
05/09/2022	Expense		CTS Holdings	-37.01
05/09/2022	Bill Payment		A-Z Admin Solutions	-113.76
05/09/2022	Bill Payment	Bank37	Perfect Bookkeeping and Offic...	-500.00
05/09/2022	Bill Payment		The Virtual Secretary	-900.00
05/09/2022	Bill Payment		The Virtual Secretary	-700.00
05/10/2022	Expense		CTS Holdings	-0.70
05/10/2022	Expense		CTS Holdings	-1.75
05/10/2022	Expense		CTS Holdings	-5.86
05/10/2022	Expense		Hartford Insurance	-425.00
05/13/2022	Expense		CTS Holdings	-4.71
05/13/2022	Expense		Zoom	-139.96
05/16/2022	Expense		CTS Holdings Fees	-4.71
05/17/2022	Expense		Liquid Web	-263.00
05/17/2022	Expense		CTS Holdings Fees	-2.89
05/17/2022	Expense		CTS Holdings Fees	-1.75
05/17/2022	Expense		CTS Holdings Fees	-1.56
05/18/2022	Expense		CTS Holdings Fees	-1.25
05/19/2022	Expense		grasshoppergotvmail	-41.31
05/19/2022	Expense		CTS Holdings Fees	-1.85
05/24/2022	Expense		CTS Holdings	-4.71
05/25/2022	Expense		Dropbox	-11.99
05/25/2022	Expense		CTS Holdings	-9.42
05/26/2022	Expense		CTS Holdings	-0.35
05/27/2022	Expense		Canva	-10.49
05/27/2022	Expense		CTS Holdings	-1.75

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/27/2022	Expense		Wufoo	-39.00
05/31/2022	Expense		Infusionsoft	-273.90
05/31/2022	Expense		CTS Holdings	-0.35
Total				-3,846.91

Deposits and other credits cleared (16)

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
05/09/2022	Deposit		CTS Holdings	137.00
05/10/2022	Deposit		CTS Holdings	44.00
05/10/2022	Deposit		CTS Holdings	137.00
05/13/2022	Deposit		CTS Holdings	137.00
05/16/2022	Deposit		CTS Holdings	137.00
05/17/2022	Deposit		CTS Holdings	44.00
05/17/2022	Deposit		CTS Holdings	80.00
05/19/2022	Deposit		CTS Holdings	44.00
05/24/2022	Deposit		CTS Holdings	137.00
05/25/2022	Deposit		CTS Holdings	274.00
05/27/2022	Deposit		CTS Holdings	44.00
05/27/2022	Deposit		CTS Holdings	45.75
Total				2,121.75

Additional Information

Uncleared checks and payments as of 05/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/05/2022	Expense		Aksmt.com	-15.00
Total				-15.00

Uncleared checks and payments after 05/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/01/2022	Expense		Liquid Web	-263.00
06/01/2022	Expense		CTS Holdings	-0.35
06/01/2022	Expense		CTS Holdings	-1.75
06/01/2022	Expense		CTS Holdings	-4.81
06/01/2022	Expense		Expensify	-10.00
06/01/2022	Bill Payment		The Virtual Secretary	-720.00
06/01/2022	Bill Payment	Bank39	The Virtual Secretary	-450.00
06/01/2022	Bill Payment	Bank38	Perfect Bookkeeping and Offic...	-500.00
06/02/2022	Expense		Authnet Gateway	-18.25
06/02/2022	Expense		GSuite	-108.00
06/02/2022	Expense		Send Out Cards	-33.60
06/03/2022	Expense		Amazon.Com	-4.19
06/03/2022	Expense		CTS Holdings	-1.75
06/05/2022	Expense		Aksmt.com	-15.00
Total				-2,130.70

Uncleared deposits and other credits after 05/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/01/2022	Deposit		CTS Holdings	137.00
06/01/2022	Deposit		CTS Holdings	44.00
06/03/2022	Deposit		CTS Holdings	44.00

Total

225.00
