

MINUTES OF JANUARY 2016 MEETING  
OF  
MEMBERS OF STEP SEATTLE

1. President's Report

President, Kate Thayer, reported on the branch activities and status, including (a) hiring Terry Dam as administrator, (b) quarterly financial reports generated by the Treasurer, (c) selection of speakers, and (d) efforts to increase revenue and maintain financial stability. There are currently 31 members.

The President also reported on the following updated rules for STEP Seattle:

- To be a member of Seattle STEP:
  - Must be a member of international STEP.
  - Must pay Seattle STEP annual dues of \$100 by end of March each year.
- Benefits of international STEP membership: Members are listed in international STEP directory and yearbook, receive the STEP Journal, email newsletters and alerts in addition to having access to country trust and estate information.
- To attend meetings in person, members pay \$15 in advance via the e-mail invitation sent by Terry Dam, which covers the cost of the lunch provided. Members may attend by phone without an additional payment.
- Non-members are welcomed with open arms to attend STEP luncheons either in person or on the phone. Effective February 2016, costs for nonmembers are:
  - \$40 to attend meetings in person
  - \$20 to attend meetings by phone.
- CE credit, for attorneys and accountants, only applies to members who attend in person.

Kate recognized and thanked all of our sponsors to date, and noted that both sponsorship revenue and lunch fees have exceeded budget.

2. Treasurer's Report

Treasurer, Brad Kirschner, reported on finances. The organization's fiscal year is April 2015 to March 2016. The organization's first budget was for the current fiscal year. So far, actual financial results are close to budget. Lunch fees exceed budget and the largest expense, for the administrator, is slightly more than budget because her duties were expanded. Net profit has exceeded the budget for the year-to-date.

3. Vice President and Education Chair Report

Vice President and Education Chair, Stephanie Hathaway, is lining up speakers and topics. The members discussed topics of interest for future lunch meetings.

4. Social Events and Sponsorships

Vivienne Mitchell reported that the Bonhams' sponsored social event was cancelled because of a lack of RSVPs, despite a strong number of members who expressed interest earlier on. It appears some members did not receive the e-mail invitation. There may be a summer social event. Lunch sponsors are lined up for February and March 2016.

5. The branch board members and officers are:

Board and Officers – 3 year terms

President / Chair: Kate Thayer (through 2016)

Vice President/Program Director: Stephanie Hathaway (through 2017)

Secretary: Walter Impert (through 2016)

Treasurer: Brad Kirschner (through 2017)

The following individuals will serve as coordinators:

Coordinators – 3 year terms

CE Credit Coordinator: Stephanie Hathaway (through 2016)

Sponsor Coordinator: Vivienne Mitchell (through 2016)

6. There being no further business the meeting was adjourned.

  
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Walter Q. Impert, Secretary