

**MINUTES
MEETING OF THE EXECUTIVE COMMITTEE
SOCIETY OF PROFESSIONAL JOURNALISTS
DECEMBER 13, 2011
INDIANAPOLIS, INDIANA**

MEETING CALLED TO ORDER

With President John Ensslin presiding, the meeting of the Executive Committee of the Society of Professional Journalists was called to order at 1 p.m. on Tuesday, December 13, via conference call.

ROLL CALL

In addition to Ensslin, the following were present: President Elect Sonny Albarado, Secretary-treasurer David Cuillier; Vice President Campus Chapter Affairs Neil Ralston; Director-at-Large Bill McCloskey; Region 2 Director Brian Eckert; Executive Director Joe Skeel; Controller Jake Koenig; and accounting firm Greenwalt Sponsel representatives Amanda Meko and Jennifer McVey.

REVIEW OF AUDITED FINANCIAL STATEMENTS

Three documents were included as part of the audit report: a letter to the board of directors of the Society of Professional Journalists; a letter to the Executive Committee of the Society SPJ's Audited Financial Statements for the fiscal year ended July 31, 2011.

Meko and McVey reported that the auditors had no disagreements with management during the audit and issued a clean opinion on the financial statements.

Meko reviewed the Society's statements of financial position and the balance sheet.

The auditors stated there were no material weaknesses or misstatements identified.

Meko and McVey offered two best-practice suggestions:

- Consider a different method of payment regarding membership dues owed to chapters. This is to avoid outstanding checks that have been historically written off by SPJ.
- Implement a whistleblower policy.

Upon a proper motion and second by McCloskey and Eckert, respectively, the Executive Committee approved the audited financial statements.

The Committee also discussed an unrelated matter during the call: Leasing the second floor of the headquarters building.

Upon a proper motion and second by Albarado and Cuillier, respectively, the Executive Committee approved moving forward with a lease proposal to Avancos.

MEETING ADJOURNED

Upon a proper motion and second, respectively, the Executive Committee adjourned the meeting at 1:45 p.m., Tuesday, Dec. 13.