

Secretary-Treasurer's Report for CSSR 2013 AGM

In June 2012, Tania Smith was elected the CSSR Secretary-Treasurer to serve 1 year in this role. Stephen Pender, elected Secretary-Treasurer in 2011, was unable to fulfill his duties for the usual 2 year term. Our President, Jeanie Wills, acted as Secretary-Treasurer during the 2012 conference and until October 2012 due to banking issues. Stephen had opened a second CSSR account, incurring extra banking fees. It was closed and its balance transferred back to the original account in June 2012. Our CSSR account's signing authority was changed to require 2 signatures; paperwork traveled to branches across Canada. Treasurer's books were shipped from Stephen, to Jeanie, to Tania. Tania tracked our revenues and expenses for the past 2 years (see attached) since we lacked a budget at the 2012 AGM.

Revenues 2011-2013

- We raised our CFHSS registration fees from \$20 in 2011 to \$40 in 2012. This raise was necessary to cover costs. We suffered a net loss in 2011 and enjoyed a net gain in 2012.
- At the 2012 AGM, CSSR Membership fees were raised from \$30/reg \$10/student to \$40/reg, \$10/student. We have yet to see the revenue gain from this fee increase--most of the 2012-13 memberships were paid before the change took effect. This year we are using the new rate.
- Since 2010, we have received EBSCO royalties for Rhetor journal online access through their databases. Revenues are distributed fairly evenly across both years at approximately \$300 per year, and should rise as more journal articles become accessible via EBSCO. Tania completed US tax forms to ensure we are exempt from paying 30% withholding tax.
- We do not sell many T-Shirts. If we desire to sell products, we should consider cost/benefit.

Expenses 2011-2013

- Extra banking fees in 2011 were brought back under control in 2012.
- We began offering a student paper prize in 2012.
- Website costs for 2012 are not yearly. The \$100 domain renewal fee for cssr-scer.ca is required every 5 years (due next in 2018). Our \$2.95/month web hosting contract with iPage continues until 2015. We saved money by using free software/services and having a volunteer webmaster.

Paid Memberships

- 21 regular and 6 student members in 2011-12. 31 regular and 11 student members in 2012-13.

Member / Subscriber Communication

- With our new website, we decided to change our public email distribution list from the cronus listserv at U of Regina to a system whereby home page posts are sent via email by MailChimp.
- Our members' database is now part of our email subscription list on MailChimp. This makes the two lists easier to manage in one place. Members can update their profiles themselves.

CSSR / SCER BUDGET -- 2 YEARS (2011-2012 and 2012-2013)

April 31, 2011 to May 31, 2012	CREDIT	DEBIT	BALANCE	NOTES
Opening Balance			\$1,940.63	See note 1
Memberships & T-shirts	\$ 526.15			See note 2
EBSCO Royalties	\$ 177.39			
Bank fees & overdraft fees		\$ 128.41		See note 3
Cheque order charge		\$ 36.00		
CFHSS 2011 net conference & membership cost		\$ 742.29		See note 4
Rhetor copyediting fees		\$ 400.00		
	\$703.54	\$1,306.70	\$1,337.47	

- 1 *The balance is taken as of April 31, 2011 since we collected & deposited many memberships in late May 2011*
- 2 *20+ regular, 6 student, Tshirts, USD exchange. (We brought in \$720 in membership revenues for the 2011-12 year, some paid before May 2011)*
- 3 *Includes \$39.90 Stephen's CSSR account (Oct 2011 – June 2012) + \$88.51 regular CSSR account including overdraft fees.*
- 4 *We paid \$200 to CFHSS in May 2011. We paid CFHSS an additional \$42.49 for net conference costs (we collected only \$480 from 24 registrants @\$20/person. However, we owed \$522.29 in AV and catering costs). Then we paid the 2011 \$500 CFHSS membership fee.*

May 31, 2012 to May 31, 2013	CREDIT	DEBIT	BALANCE	NOTES
Opening balance			\$ 1,337.47	See note 1
Memberships	\$ 1,070.30			See note 2
T-Shirts	\$ 60.00			
EBSCO Royalties	\$ 419.91			See note 3
CFHSS 2012 conference & membership -- net gain	\$ 423.02			See note 4
Bank fees		\$ 62.73		See note 5
Student prize		\$ 200.00		
Website hosting (3 yrs) & domain (5 yrs)		\$ 206.20		See note 6
Postage & Stationery		\$ 247.83		See note 7
	\$1,973.23	\$716.76	\$2,593.94	

- 1 *The balance as of May 31 combines the regular CSSR account and Stephen's CSSR account (Oct 2011 - June 2012)*
- 2 *28 regular-2012 @30ea, 3 regular-2013 @40ea, 11 student @10ea, plus USD exchange*
- 3 *\$140 EBSCO royalty cheques dated prior to May 2012, deposited after the conference. By date received = \$317 (2011-12), \$279 (2012-13)*
- 4 *\$423.02 was the net gain from 2012 registration revenues (\$1,440) after subtracting AV and catering costs (\$516.98) and the \$500 CFHSS yearly membership fee.*
- 5 *\$4.95/mo plus 1 mo overdraft \$3.33*
- 6 *Pays for iPage website hosting to 2015 and cssr-scer.ca domain name registration to 2018*
- 7 *Includes 2 years' shipping of treasurer documents between Stephen, Jeanie and Tania*