

# Lake Sumter Central Office Steering Committee

Minutes: Wednesday, January 14th 2026

5:30 PM

## **Location:**

Cotton Plaza Suite AA  
2113 Citrus Blvd (Hwy 27/441)  
Leesburg, Fl 34748  
Zoom Meeting ID: 818 1656 5565 Password: 159241

## **In Attendance:**

Rhonda (Chairperson)  
Stephanie (Assistant)  
Andy (Treasurer)  
Jim (Vice Chair)  
Tom (Member At Large)  
Chris (Secretary)

The Chairperson called the meeting to order at 5:30pm. There was a moment of silence followed by the group reciting the Serenity Prayer. The Chairperson thanked everyone who attended to support the meeting.

## **I. Review of Minutes**

The minutes of the December 10th, 2025, meeting were reviewed and read aloud by the chairperson.

**Motion:** To accept the previous meeting minutes by Jim, Seconded by Tom.

**Action: Approved Unanimously.**

## **II. Treasurer's Report**

*Dec Treasurer Report and May-Dec Averages are attached*

Andy (Treasurer) presented a detailed report on the organization's financial status, including income, expenses, and pending balances. The previous month there was a disputed charge of \$269.95 but the charge was reversed and will be seen as positive in next month's report. The team reviewed financial reports between May and December 2025 and found a monthly deficit of \$325 on average, with expenses significantly higher than income. Andy identified that event expenses, particularly for the Masquerade Ball and Christmas Gala, were contributing to the losses, with average monthly event expenses of \$962.48. The team agreed to investigate the root causes of the deficits beyond the event costs because events are not considered fundraisers. The team will focus on reducing expenses, which were averaging \$7,411.53 per month, with merchandise costs at \$1,366.25 average per month being a particular concern. Rhonda also brought up the idea that we should consider raising prices due to increased rent/materials costs. Rhonda discussed changes to the cost of the Tele Check system. They decided to stop using Tele Check due to high costs.

The group also discussed managing their reserve funds, with a debate over whether to invest \$20,000 in CDs, though concerns were raised about preserving the reserve for emergencies.

**Motion:** To invest \$20,000 of the reserve into a CD by Jim, Seconded by Tom.

**Action:** Yes: 4      No: 1      **Motion Does Not Pass**

They agreed to table the investment decision and Jim agreed to prepare a proposal for the next meeting.

### **III. Office Report**

No office report at this time.

### **IV. Old Business**

- Teresa's Last day is Jan 23rd, she will train new assistant Stephanie before departure.
- The new computer and flooring were tabled again until the next meeting.

### **V. New Business**

Rhonda (chairperson) discussed the need for income for upcoming events, including approx \$500 for hats/t-shirts for Bikefest, and ordering another twenty 12 & 12s for TRV orders.

There will be a workshop this Saturday Jan 17th for our group to review the traditions. All are welcome.

### **VI. Next Steps**

- Russ and Andy: Meet next Wednesday morning to review and update the treasurer's report format to provide a more detailed breakdown of income (separating group donations, event income, etc.) for January and going forward, and to complete year-to-date reporting for tax purposes. (Jan-June 2025)
- Jim: Research and prepare a proposal for possible investment of group funds (e.g., CDs or other safe investments) with specific terms and conditions, to be presented at the next meeting.
- Russ: Provide detailed breakdown of merchandise purchases versus sales data for review at the next meeting.
- Teresa: Train the new office assistant (Stephanie) before departure on January 23.
- All: Stop using Tele Check for deposits due to high fees, and switch to manual deposits.
- Teresa/Rhonda: Ensure materials and sheets are prepared for the 12 Tradition Workshop for the Steering Committee on Saturday.

**Motion:** to adjourn the meeting at 6:25pm by Andy, Seconded by Jim.

**Action:** Approved Unanimously.

Meeting adjourned at 6:25pm.

TREASURER REPORT – LAKE SUMTER CENTRAL OFFICE  
 1/8/2026 – Andy Dubois, Treasurer | 352-933-6353 | [andy.dubois.ad@gmail.com](mailto:andy.dubois.ad@gmail.com)

<b>2025 -December1-31</b>		
	<b>BEGINNING</b>	<b>ENDING</b>
	<b>BALANCE</b>	<b>BALANCE</b>
CHECKING	\$ 9,093.45	\$ 5,863.49
PRUDENT RESERVE	\$ 34,531.06	\$ 34,531.35
<b>TOTAL</b>	<b>\$ 43,624.51</b>	<b>\$ 40,394.84</b>
	<b>INCOME</b>	<b>EXPENSE</b>
<b>INCOME</b>		
Donations	\$ 6,677.61	
Interest Earned Checking	\$ 0.05	
Interest Earned Savings	\$ 0.29	
Merch Sales	\$ 627.66	
Refund	\$ -	
<b>EXPENSE</b>		
Accounting Service		\$ -
Bank Charge		\$ 0.01
Cell Phone*		\$ 35.84
Copier*		\$ 147.49
Disputed Charge		\$ 269.95
Event		\$ 2,925.04
Insurance*		\$ -
Internet*		\$ 74.95
Merch Purchase		\$ 1,521.23
Merch Refund		\$ -
Ofc Cleaning*		\$ 120.00
Ofc. Supplies		\$ 43.57
Payroll*		\$ 3,568.67
Petty Cash		\$ -
POS Equip*		\$ 272.45
Rent*		\$ 1,277.49
Sales Tax Paid*		\$ 130.46
Seminar Travel		\$ -
Subscription*		\$ 9.99
Sunbiz Fee		\$ -
Telephone VOIP*		\$ -
Utility*		\$ 128.14
Website Hosting*		\$ -
Zoom*		\$ 10.00
<b>TOTAL</b>	<b>\$ 7,305.61</b>	<b>\$ 10,535.28</b>
<b>PETTY CASH - \$200</b>		
<b>CASH DRAWER - \$150</b>		
<b>SECURITY DEPOSIT - \$1,115 (Utility, Landlord)</b>		
* Recurring charge		

	A	P	Q	R	S	T	U
1		2025 -December1-31		YTD (MAY-DEC)		AVG (MAY-DEC)	
2		INCOME	EXPENSE	INCOME	EXPENSE	INCOME	EXPENSE
3	<b>INCOME</b>						
4	Bank Transfer	\$ -		\$ 6,211.27		\$ 776.41	
5	Donations	\$ 6,677.61		\$ 39,688.47		\$ 4,961.06	
6	Interest Earned Checking	\$ 0.05		\$ 0.70		\$ 0.09	
7	Interest Earned Savings	\$ 0.29		\$ 2.49		\$ 0.31	
8	Merch Sales	\$ 627.66		\$ 10,466.65		\$ 1,308.33	
9	Refund	\$ -		\$ 317.78		\$ 39.72	
10	<b>EXPENSE</b>						
11	Accounting Service		\$ -		\$ 600.00		\$ 75.00
12	Bank Charge		\$ 0.01		\$ 0.13		\$ 0.02
13	Cell Phone*		\$ 35.84		\$ 160.58		\$ 20.07
14	Copier*		\$ 147.49		\$ 864.92		\$ 108.12
15	Disputed Charge		\$ 269.95		\$ 269.95		\$ 33.74
16	Event		\$ 2,925.04		\$ 7,699.83		\$ 962.48
17	Insurance*		\$ -		\$ 684.40		\$ 85.55
18	Internet*		\$ 74.95		\$ 599.60		\$ 74.95
19	Merch Purchase		\$ 1,521.23		\$ 10,929.99		\$ 1,366.25
20	Merch Refund		\$ -		\$ 258.29		\$ 32.29
21	Ofc Cleaning*		\$ 120.00		\$ 960.00		\$ 120.00
22	Ofc Supplies		\$ 43.57		\$ 2,547.94		\$ 318.49
23	Payroll*		\$ 3,568.67		\$ 16,669.43		\$ 2,083.68
24	Petty Cash		\$ -		\$ 416.45		\$ 52.06
25	POS Equip*		\$ 272.45		\$ 2,242.04		\$ 280.26
26	Rent*		\$ 1,277.49		\$ 7,169.93		\$ 896.24
27	Sales Tax Paid*		\$ 130.46		\$ 1,171.82		\$ 146.48
28	Seminar Travel		\$ -		\$ 2,543.79		\$ 317.97
29	Subscription*		\$ 9.99		\$ 104.92		\$ 13.12
30	Sunbiz Fee		\$ -		\$ 35.00		\$ 4.38
31	Telephone VOIP*		\$ -		\$ 520.18		\$ 65.02
32	Utility*		\$ 128.14		\$ 1,256.67		\$ 157.08
33	Website Hosting*		\$ -		\$ 1,516.40		\$ 189.55
34	Zoom*		\$ 10.00		\$ 70.00		\$ 8.75
35							
36	<b>TOTAL</b>	<b>\$ 7,305.61</b>	<b>\$ 10,535.28</b>	<b>\$ 56,687.36</b>	<b>\$ 59,292.26</b>	<b>\$ 7,085.92</b>	<b>\$ 7,411.53</b>
37	<i>INCOME-EXPENSE</i>	\$	(3,229.67)	\$	(2,604.90)	\$	(325.61)