

## MOTION

### **Motion for authorization to approve Seed Money Increase Requests**

Washington State East Area 92 Finance Committee moves that the WSEA 92 Finance Committee be authorized to approve requests from Area host committees for additional seed money in the event the initial seed money is not sufficient to meet the required deposit for the facility, or catering, or extraordinary items needed in order to host an Area Assembly or Quarterly.

#### **BACKGROUND**

In January 2024, the host committee for the October 2025 Assembly requested increased seed money because the hotel they were working with required a down payment that was much greater than the provided seed money. Because they would have to wait until the April Assembly for approval from the body for an increase, they presented an emergency request at the January Quarterly, which was approved. However by the time they went back to the facility with the full deposit the facility was no longer available. This motion would resolve the time delay concern.

Venue costs have increased by an average of 30-40 percent since the pandemic, and some venues require advance payment in full, or a large deposit exceeding the amount of the seed money provided. Being able to call an emergency finance committee meeting to approve such requests will eliminate the risk of losing the facility because we have to wait one to three months for the next Area Assembly or Quarterly.

#### **WHAT HAPPENS IF THE MOTION PASSES?**

1. The host committee will reach out to the WSEA 92 Treasurer and submit a Seed Money Increase Request form (*sample form attached*) with backup documentation to the WSEA 92 Treasurer who will coordinate with the Finance Committee chair to meet with the committee for review and a vote to approve.

2. If passed the following two paragraphs explaining the process to request funds and specific language regarding repayment of seed money will be added, as written, to the handbook in **section 3.0 (General WSEA 92 Financing), after paragraph C and before D:**

***'NOTE: If increased seed money is required, the host committee will submit a Seed Money Increase Request Form (Area 92 Treasurer) with backup documentation to the WSEA 92 Treasurer who will present it to the WSEA 92 Finance Committee for approval.***

***In the unlikely event the total funds collected from the event registrations fall short of covering all costs including repayment of seed money, an announcement will be made to inform the body of the shortfall and the need to pass the basket.'***

3. The Treasurer will update the Treasurer's Guidelines with process instructions.

4. The Treasurer will update the Finance Committee Guidelines with the approval of the Finance Committee.

#### **WHAT IF THE MOTION FAILS?**

Current Practice and the WSEA 92 handbook, Hosting guidelines, and Finance Committee Guidelines will remain as is. If additional seed money is required to meet the needs of the host committee, the host committee will continue to bring the request before the body to the next Quarterly or Assembly and hope the facility is still available when and if it is approved.

**WASHINGTON STATE EAST AREA 92  
SEED MONEY INCREASE REQUEST  
WITH REPAYMENT AGREEMENT  
(SAMPLE)**

INCREASE AMOUNT REQUESTED \$ \_\_\_\_\_ DATE \_\_\_\_\_

EVENT \_\_\_\_\_ EVENT DATE \_\_\_\_\_

HOST DISTRICT & NUMBER \_\_\_\_\_ HOST DISTRICT DCM \_\_\_\_\_

HOST COMMITTEE CHAIR \_\_\_\_\_  
NAME PHONE EMAIL

COMMITTEE TREASURER \_\_\_\_\_  
NAME PHONE EMAIL

FACILITY NAME \_\_\_\_\_

TOTAL FACILITY USE AMOUNT \$ \_\_\_\_\_ REQUIRED DEPOSIT \$ \_\_\_\_\_

**DOCUMENTATION ATTACHED** (Copy of Facility Use Agreement/Contract, Proposal, Estimate, etc. with deposit requirement included)

**REPAYMENT AGREEMENT**

As host District, we understand and agree that all seed money provided by WSEA 92 is a loan and must be repaid from the proceeds of the registration fees. We agree to prepare our budget accordingly and set the registration fee at an amount sufficient to cover all expenses including repayment of all seed money loaned based on anticipated participation.

We further agree that in the unlikely event that the total registration fees are not sufficient to cover all expenses, and seed money repayment, the WSEA 92 Alternate Chair and Treasurer will be notified and an announcement to the body will be made explaining the amount needed and the basket will be passed. (The sooner this announcement is made the better)

We agree to the above terms:

X \_\_\_\_\_  
HOST DISTRICT DCM SIGNATURE DATE

X \_\_\_\_\_  
HOST COMMITTEE CHAIR OR TREASURER (CIRCLE ONE) DATE

**WSEA 92 TREASURER'S USE**

_____	_____	_____	_____
<small>PAYEE (NAME &amp; COMMITTEE POSITION)</small>	<small>CHECK NUMBER</small>	<small>CHECK AMOUNT</small>	<small>DATE</small>
_____	_____	_____	_____
<small>WSEA 92 TREASURER SIGNATURE</small>		<small>FINANCE COMMITTEE APPROVAL DATE</small>	

**COPY OF FINANCE COMMITTEE MINUTES WITH APPROVAL ATTACHED**

SEED MONEY RETURNED (TOTAL AMT.) \$ \_\_\_\_\_  
WSEA 92 TREASURER'S INITIALS DATE