

Puget Sound Sisters in Crime Annual Report 2018

Finances

- The balance forward from 2017 was \$0.01.
- In 2018, with a total income of \$1891.90 and expenses of \$1433.89, we ended the year with a net income balance on December 31, 2018 of \$458.01. In addition, we had \$560 in funds from 2019 dues paid during 2019. (See attached financial statement)

Membership

- Membership increased from 13 full voting members at the end of 2017 to 40 full members in mid-January 2019.

Organizational issues

A major goal of 2018 has been to put the chapter on a more secure and professional footing as an organization. To that end, we have accomplished the following:

- Completed work begun in 2017 to revise the by-laws in keeping with SinC national template. National and the chapter approved the new bylaws on February 8, 2018.
- As a result, the Executive Committee now consists of four officers, rather than three: President, Vice President, Treasurer, and Secretary.
- The chapter now has status as a non-profit organization in the state of Washington (but not tax-exempt).
- We now have an Employee Identification Number enabling us to open a checking account in the chapter's name.
- The Executive Committee has met monthly and kept a written record of its activities.
- Chapter business is announced at meetings and in the newsletter. Three chapter meetings were held in 2018.
- The formal nomination and election process for officers was held in October-November, with 2019 officers elected at the November meeting.

Communications & outreach

- Built mailing list of members and interested persons to 135 (a three-fold increase).
- Revamped monthly newsletter to include member and chapter news.
- Continued website improvements begun in 2017. The site is now on a paid server, so there are no ads.
- Created a new Facebook group that allows members to post and discuss topics of interest. This public group is moderated and grew to 64 members by year's end.
- Increased Twitter presence, and we had 134 followers at year's end.
- Printed postcards with our key information and contacts for distribution at meetings and events.
- Developed display materials and participated in three conferences to build awareness of our resources and activities (supported by a chapter grant from SinC national).

Member participation and benefits

- Conducted a survey of members to get feedback on issues from meeting times and locations to programs and benefits

- Explored establishing a speakers bureau and additional programming
- Developed materials to support member communications
- Some 50% of members participated in at least one activity in addition to attending meetings (e.g., staffing conference tables).

Building ties with SinC National

- Supported the We Love Bookstores campaign by presenting a check from SinC national to Liberty Bay Books in Poulsbo (6 author members participated).
- Contributed articles and photos to *InSinC*, the quarterly newsletter

Building ties with other organizations

- MWA: cross-promoted events, met with their board informally at PNWA, discussed plans for possible collaboration
- GRA: took an ad in their conference program and had a table at their October conference
- PNWA: took a table and exhibited information at their September conference
- Canada West SinC: actively promoted their summer workshop to our networks
- WOTS: provided a session on mystery writing for their October conference

2018 Programs

Nine programs were offered (January–June; September–November). Average attendance has grown to 18 participants, with a high of 28 (near capacity for our location!)

- **Author presentations:** James W. Ziskin, Candace Robb, Renee Patrick (Vince & Rosemarie Keenan)
- **Panel on mystery subgenres:** Mary Daheim, Boyd Morrison, Dana Delamar, Curt Colbert
- **Marketing skills: Preparing a Pitch:** Beth Jusino
- **Writing skills: Page One:** Karen Brown and Jennifer McCord
- **Publishing:** Thomas & Mercer editors
- **Marketing skills:** Understanding Goodreads with Dana Delamar
- **Writing workshop:** Flash fiction

Social events

- Member dinners before Ziskin, Robb, and Patrick programs
- Summer picnic in August and holiday party in December

Donations/Grants

We gratefully acknowledge the following for their gifts (in-kind and cash donations):

- Jeffrey Briggs
- Christine Hoffman
- Robert Herold
- Inez Taylor
- Members participating in the WOTS conference panel
- SinC national chapter grant

Puget Sound Sisters in Crime
Profit & Loss
January through December 2018

	Cash Income & Expenses	2018 Income & Expenses	Receivables & Payables	Inkind Donations Inkind Expenses
Ordinary Income/Expense				
Income				
Deferred Income (2019 dues)	560.00			
Donation (dues 80, donations 371)	451.00	451.00		255.88
Dues (memberships 2018)	580.00	580.00		
Grant			605.00	
Interest Earned	0.02	0.02		
Total Income	1,591.02	1,031.02	605.00	255.88
Expense				
Acknowledgment (gifts/mugs)	49.36	49.36		100.00
Advertising & Promotion (RWA & PNWA)	35.00	35.00	350.00	18.00
Bank Fees (Paypal %)				12.88
Computer & Internet Expenses (hosting)	90.00	45.00		
Equipment (donated AV)				100.00
Meals & Entertainment (guest speakers)	115.11	103.11	-12.00	
Office Supplies (picnic, display, flyers)	58.03	58.03	244.56	
Professional Fees (Nan for newsletter)	60.00	90.00	30.00	
Rent Expense (Stalder room/Xmas party)	130.00	115.00		25.00
Taxes/Licenses (file for non-profit)	30.00	30.00	10.00	
Travel Expense (ferry fares to Poulsbo/toll)	51.90	51.90	8.05	
Total Expense	619.40	577.40	630.61	255.88
Net Ordinary Income	971.62	453.62	-25.61	0.00
Net Income	971.62	453.62	-25.61	0.00
BECU Acct on 12/31/18	569.02			
Key Bank Acct (on 12/31/18)	402.60			
	971.62			

Puget Sound Sisters in Crime
Profit & Loss
January through December 2018

	<u>Total for 2018</u>	<u>2019 Dues & Prepaid Expenses</u>
Ordinary Income/Expense		
Income		
Deferred Income (2019 dues)		560.00
Donation (dues 80, donations 371)	706.88	
Dues (memberships 2018)	580.00	
Grant	605.00	
Interest Earned	0.02	
Total Income	<u>1,891.90</u>	<u>560.00</u>
Expense		
Acknowledgment (gifts/mugs)	149.36	
Advertising & Promotion (RWA & PNWA)	403.00	
Bank Fees (Paypal %)	12.88	
Computer & Internet Expenses (hosting)	45.00	45.00
Equipment (donated AV)	100.00	
Meals & Entertainment (guest speakers)	91.11	
Office Supplies (picnic, display, flyers)	302.59	
Professional Fees (Nan for newsletter)	90.00	
Rent Expense (Stalder room/Xmas party)	140.00	15.00
Taxes/Licenses (file for non-profit)	40.00	
Travel Expense (ferry fares to Poulsbo/toll)	59.95	
Total Expense	<u>1,433.89</u>	<u>60.00</u>
Net Ordinary Income	<u>458.01</u>	<u>500.00</u>
Net Income	<u>458.01</u>	<u>500.00</u>
BECU Acct on 12/31/18		
Key Bank Acct (on 12/31/18)		