

Incorporation report

July 23rd, 2023

Term: 2021-2023

Hello everyone!

In the beginning of our new term in 2021, it was our number #1 goal as a committee to have our AVVA States and Chapters, to be successful, and complete the process with ease with each step of the way. You will not be alone during the process, even up to the first time you must file your 990-N.

As a team working together, we have completed our goal and will continue moving forward.

Committee Report from 2021-2023

- Updated the Power Point ready for States and Chapters to view.
- Holding go to meetings and phone conference meetings.
- Updated Section 2 of the policies and procedures.
- Updated the Petition Packet, and the Start-up Kit.
- Continuing to follow up with Incorporated States and chapters to help with questions and the process.
- Working with National Finance Chair Susan Price, reminding Chapters and States to complete the 990-N and financial reports every year no later than July 15th deadline. Keeping an updated list of completion of the 990-N, Financial report, and submitting the signed, dated forms sent into Charlie Corbin.
- Sending the IRS information of the Newly chartered Subsidiary, adding the chapter or State to National AVVA Corporate list.
- Ordering of the AVVA flags, National Product Sales Penny Meinhardt, and President Sharon Hobbs, Charter certificates for the newly incorporated State or Chapters ready for the presentation ceremony. Presented by their Regional Director.
- Working with National Membership Chair Terri Rangel, confirming the members on the sign petition of their status.
- Working with National Election Chair Nancy Montgomery, sending the election results of the newly elected interim officer's form.
- Working with the National Data Base Manager Suzie Meeks, forwarding the information of the new Incorporated Chapters.
- Placing a page in our convention book, the information about Incorporating an AVVA Subsidiary, and the steps you need to know.
- Working with the National By-Laws Chair Barbara Coan, with the by-laws template, deadlines, submitting of the adopted by-laws to the By-Laws Chair.

We currently have a total of Incorporated States and Chapters of thirty-seven including our Parent Organization.

It does take teamwork for our committee and all the National Chairs working together so that you will be successful!

I would like to take this time to say **“Thank You”** to the Incorporation Committee for your commitment, and dedication for an outstanding job and time invested. It has been an honor to serve with you during the 2021-2023 term.

Respectfully Submitted,

Bobbie Morris, National Incorporation Committee Chair

Committee Members: Susan Price, Ann Rice, Mary Anne Newman, and special advisor Nancy Rekowski