



International Federation of Liberal Youth
1, Whitehall Place, London SW1A 2HD, United Kingdom
Phone: +44 207 871 0940 • Fax: +44 207 100 8159 •
office@iflry.org

Bureau Report

Date: Saturday, July 26, 2008

From: Chris Gallaway, Treasurer

To: IFLRY Executive Committee

Subject: Bureau Report for Executive Committee Meeting

My first six months on the IFLRY Bureau has been exciting but filled with many challenges and I learn the practices and procedures of the international organization.

I have traveled to Brussels, London, Barcelona, and Belfast during this time for Bureau meetings, planning meetings and allied organization events.

For me, much of my work has been spent understanding how things currently work; how they are supposed to work if they are not working that way now; and trying to figure out ways to make them better.

My focus is in building our infrastructure organizationally, professionally, and financially. In order to grow and build, we must have a solid foundation. While many of our key components are in place, and our most valuable resources, our members like you and our member organizations, are engaged, there are many things we need to as an organization to be prepared for our future endeavors.

Below is an update on the items assigned to me in the Bureau Action Plan. While I expect much more progress to be made when we meet again in December, I believe we are on the right track.

If you have any questions, please do not hesitate to call, email, SMS or IM me at anytime. Thank you for the opportunity to serve on the bureau.

Admin Team

I serve as the lead bureau member on the Admin team and am responsible for overall implementation of the goals in this department for all bureau members. In addition to this overall work, I am specifically responsible for several action items.



International Federation of Liberal Youth

1, Whitehall Place, London SW1A 2HD, United Kingdom

Phone: +44 207 871 0940 • Fax: +44 207 100 8159 •

office@iflry.org

- Effective Application of Committee Structure (NOT STARTED) - The goal of this action item is to make sure the current working group structure and "sub-committee" process at EC/GA's is standardized and effective. This will be a priority heading into the GA, which will have substantially larger attendance than the EC.
- Official Registration in London (COMPLETED)- One of the first things I discovered in the original planning meeting I had with Paola, Bart and Sarah was that we were not registered properly in the UK as an organization or an employer. We have fixed that problem and are now in good standing with her majesty's government [REDACTED].
- Official Registration in Brussels (IN PROGRESS) - As long as we maintain our legal presence in Brussels via our bank account or other entity, we must maintain our registration. We have updated our Bureau contacts here, and once we have settled our banking issues, we will need to terminate or continue Brussels registration.

Budget and Finance Team

I am also the lead bureau member on the Budget and Finance team as my title would indicate. This is where the majority of my responsibilities fall and most of my action items.

- New Bookkeeping Software (COMPLETED) - IFLRY was using very outdated software to keep track of our finances. The program only existed on the IFLRY computer and wasn't accessible to multiple people or networkable. We have purchased the UK version of QuickBooks 2008, which is available on a shared network server to the President, Treasurer and Auditors. The server is currently temporarily housed at my company's server until the IFLRY computer system is upgraded.
- Accept Credit Card Payments (NOT STARTED)- Once the new IFLRY bank account is opened, we will setup credit card services to accept credit cards for payments and donations.
- Open New Bank Accounts (IN PROGRESS) - Our Executive Director Sarah Wong has worn out her shoes meeting with London bankers to identify a new bank. We are close to opening new accounts, and for UK tax purposes will need to maintain a sterling account as well as a Euro account. At the current time, until a better Euro option is available, we will keep the Euro banking in Brussels and just transfer funds to the sterling account as necessary for payroll and taxes.



International Federation of Liberal Youth

1, Whitehall Place, London SW1A 2HD, United Kingdom

Phone: +44 207 871 0940 • Fax: +44 207 100 8159 •

office@iflry.org

- Setup Payroll Service/Tax Reporting (COMPLETED) - [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] We have contracted with ADP Payroll services to process our payroll monthly, handle our tax and insurance withholdings and payments, and be legally responsible for making sure all IFLRY filings with government agencies are up to date. Tax, insurance, and employment issues are very complicated, especially across national borders, and this was a critical step in making sure IFLRY is protected legally and financially and that we are good employers to our staff.

[REDACTED]

- Provide Monthly Financial Reports to Bureau / Quarterly Financial Reports to MO's (NOT STARTED)- During 2007, there was not time for staff and bureau members to keep up entry on the financials. This has led to a backlog of 2007 finances that need to be entered into the new financial software, as well as current 2008 transactions. The 2007 financials have been organized in hard copy paper as of the end of June, 2008 by our Executive Director. However, I have not had time to train her on entering items these hard copy items into the new software to provide needed financial reports. Getting this information entered, and providing regular reports is my top priority now.
- Enhance 2008 Operating Budget and Prepare 2009 Operating Budget (NOT STARTED) - Updating and revising the 2008 Operating Budget will occur after the financials are all entered. The 2009 Operating Budget will be presented at the GA in December.
- Adopt Standard Financial Operating Policies (NOT STARTED) - IFLRY does not have a standard written policy on financial transactions. Guidelines on what is reimbursable by bureau members, who has to authorize expenses at what level, and other key financial guidelines are not standardized and are left to the arbitrary decisions of the Treasurer, President or Executive Director. While I trust the judgment of these three individuals as if they were my own family, it is critical that IFLRY adopt formal written policies. While I had hoped to have a proposed policy document for the EC, other matters have taken priority and this will have to be delayed to the GA. The auditors have suggested several items for these policies which will be incorporated.



International Federation of Liberal Youth

1, Whitehall Place, London SW1A 2HD, United Kingdom

Phone: +44 207 871 0940 • Fax: +44 207 100 8159 •

office@iflry.org

This includes a transparent process on travel costs and refund policies.

- Establish IFLRY as legal entity in the US for Political Contributions (COMPLETED) - IFLRY is a registered political organization in the United States which will make it easier to solicit and accept political donations from entities in the United States. While little of this potential funding will be available in 2008 due to the US Presidential Elections, it is important to lay the ground work for IFLRY donations in the future.
- Establish Small Donor Sustaining Fundraising Program (NOT STARTED) - We will launch a small donor program focusing on recurring credit card contributions for members and alumni around the GA at the end of the year.
- Propose Finance Plan (NOT STARTED) - A formal finance plan for identifying and generating revenue sources for 2008 and 2009 should have been completed by the EC but has not been finalized yet. A plan that provides resources needed for the 2008 budget will be completed and distributed immediately after the EC.
- Create Database of Potential Funders (IN PROGRESS)- A database of potential funders has been started, and will always be a work in progress. I currently have several hundred likely donor contacts of individuals and organizations that we can contact for money. In addition, Vice President Frederik Ferie has built an alumni database that needs to be added to this system.
- Formally Adopt Financial Agreement with LYMEC (COMPLETED) - After many drafts and discussions with both the prior and current LYMEC Bureau, a final document has been agreed to relating to each organization's financial relations to each other. Secretary-General Bart Woord finalized the document in June.

Communications Team

- Review and Recommend Solutions for Communications Delivery System (NOT STARTED) - As IFLRY continues to grow our internal and external communications system must continue to improve as well. More work will be done, in conjunction with the technology team on ways to expand our resources.



International Federation of Liberal Youth

1, Whitehall Place, London SW1A 2HD, United Kingdom

Phone: +44 207 871 0940 • Fax: +44 207 100 8159 •

office@iflry.org

Meetings and Events Team

- Business Meeting Agendas/Sessions (NOT STARTED) - The Bureau's goal is to streamline and shorten business sessions for statutory events. This, which ties closely to the Committee process, will be a priority for the GA in December.

Membership Team

- Update and Expand Contact Information for MO's/RO's (IN PROGRESS)- For the purpose of collecting information for 2008 dues, I setup a system to email each "contact" listed on our MO extranet to have them confirm the specific details that they have listed on our website. Many of the responses to this email were updated, and we will continue to use this resource to update information on the extranet. In addition, we need to add new names that we do not currently have, and that task will be assigned out following the EC.
- Create a formal North American Regional Organization (IN PROGRESS) - YDA and YLC have had initial conversations about creating a formal regional organization, but an initial launch date and organizing meeting have not been set. There has been some discussion about doing this around the Democratic National Convention in Denver in August, 2008, but nothing has been finalized.
- Review and Evaluate the MO Dues Structure (IN PROGRESS) - The IFLRY dues structure and processes for altering MO dues is laid out in the Statutes and Rules of Procedure. However, many of the dues arrangements relating to MO dues have been handled on case-by-case basis. I am not sure if the current amounts being charged for dues are fair or not, that is for the MO's to decide. However, I am confident that the process for handling dues needs to be totally transparent and open to the Members, and if there are changes that need to be made we must make them. While I am not proposing changes to the amounts of the dues now, I am proposing several suggested changes to the process for handling dues agreements to ensure transparency in our process and consistency in our treatment of MO's.