Minutes of the PCLNA

March 8, 2022

Southern Hills Business Center

The meeting was called to order at 6:35 p.m. by Michael Gray, in the absence of our President who could not attend.

Melinda Basco and Henry Taylor were our presenters and spoke to us on IRS forms/Schedule C. They discussed business expenses that a notary may be able to deduct on the taxes, such as use of the home and mileage. They also discussed proper record keeping, how important it is to use a separate checking account, and other important topics. They answered questions from the floor.

Our meeting resumed. Members attending in person: Michael Gray, Melinda Basco, Glinda DuBois, Marilyn Smith, Henry Taylor, and Bessie Casey.

Glinda gave the financial report. The minutes were accepted as submitted to members by email. Melinda motioned to approve the minutes and a second by Glinda.

Old business: There was none.

New business:

\*Glinda read the names of our officers for 2022 – Michael Gray – President; Belinda Basco – Vice President; Glinda DuBois – Treasurer; Marilyn Smith – Secretary; and Valerie Erwin – Member at Large.

\* Melinda suggested that we post a photo of all our new officers on our website.

\*Glinda stated she can send members our password for the website if forgotten and once logged in, you will be able to change the password. Ruby Shores is our website manager and we incur a charge for any questions or updates.

\*Melinda suggested as President, Mike remind members to keep their phone numbers and addresses up to date on the website and that we need to get someone to maintain our website. Glinda said this website is more complicated to use. Mike stated that he can meet with the company maintaining it now to learn how to use our website. Melinda and Glinda both suggested we have members meet and try to learn how to make changes to the website.

\*Marilyn stated that she had asked a member of the Council on Aging to come and speak to us in May and would like to keep that date but will need to switch with Denise.

\*Glinda said the Southern Hills Business Association will place our meetings on their calendar in their monthly newsletters. Their website is southernhillsshreveport.org.

\*Henry moved that our meeting be adjourned and a second was made by Melinda, and we adjourned at 7:34.

Minutes by Marilyn Smith.