

Per Robert's Rules of Order when a board member resigns, that member needs to turn over all materials related to the position they held immediately.

If the member wants to rescind their recognition then the Board will need to vote on it, when the member's recognition has been accepted.

Rene Hale resigned on April 3, 2022 with end date of May 31, 2022. On April 5, 2022 via email she changed her end date to May 15, 2022; both recognition dates were accepted.

I tried to reinstate her as she requested per her email on May 18, 2022. I also included a solution to secure the items until an audit could be done.

I received one member who abstained and one reject the reinstatement & agree to securing the items; the other board members choose not to respond.

Renee Hale has not been reinstated for the 2021/2022 season.

Cyndi Flores – KBC President

www.knightsbaseballclub.com/

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From: Aurora Resuriz <aresuriz1@hotmail.com>

Sent: Thursday, May 19, 2022 1:20 PM

To: Lauer, Cynthia <Cynthia.Lauer@fortbendis.com>; Cyndi Flores <cghuneim@comcast.net>; Rachel Wedemeier <chemteach8@gmail.com>; Lin Humble <linhumble@hotmail.com>

Cc: Schmidt, Brent <Brent.Schmidt@fortbendis.com>; Flores, Cyndi <Cyndi.Flores@fortbendis.com>; Ethan Resuriz <eresuriz@surgiquip.com>; Jerri Brandon <jerrib8@gmail.com>; Ryan <Ryan@landwendesign.com>; Stacey Carroll <srcarroll04@yahoo.com>; jay seay <seayjayc@hotmail.com>; halejo@comcast.net; Renee Hale <halerm@comcast.net>

Subject: Re: [EXTERNAL]: VOTE NEEDED: Treasurer Transition and Update on Action Items

CAUTION: [EXTERNAL EMAIL] - This email originated from outside of Fort Bend ISD.

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1. I reject
2. I agree

Thank you

Aurora Resuriz

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From: Lauer, Cynthia <Cynthia.Lauer@fortbendis.com>
Sent: Thursday, May 19, 2022 12:14:43 PM
To: Cyndi Flores <cghuneim@comcast.net>; Rachel Wedemeier <chemteach8@gmail.com>; Lin Humble <linhumble@hotmail.com>
Cc: Aurora Resuriz <aresuriz1@hotmail.com>; Schmidt, Brent <Brent.Schmidt@fortbendis.com>; Flores, Cyndi <Cyndi.Flores@fortbendis.com>; Ethan Resuriz <eresuriz@surgiquip.com>; Jerri Brandon <jerrib8@gmail.com>; Ryan <Ryan@landwendesign.com>; Stacey Carroll <srcarroll04@yahoo.com>; jay seay <seayjayc@hotmail.com>; halejo@comcast.net <halejo@comcast.net>; Renee Hale <halerm@comcast.net>
Subject: RE: [EXTERNAL]: VOTE NEEDED: Treasurer Transition and Update on Action Items

I choose to abstain.

Cynthia Lauer

5th Grade GT
ASE Champion of Gifted Services
NEHS Adviser
Room 804
281.634.2735



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From: Cyndi Flores <cghuneim@comcast.net>
Sent: Thursday, May 19, 2022 12:09 PM
To: Rachel Wedemeier <chemteach8@gmail.com>; Lin Humble <linhumble@hotmail.com>
Cc: Aurora Resuriz <aresuriz1@hotmail.com>; Schmidt, Brent <Brent.Schmidt@fortbendis.com>; Flores, Cyndi <Cyndi.Flores@fortbendis.com>; Ethan Resuriz <eresuriz@surgiquip.com>; Jerri Brandon <jerrib8@gmail.com>; Lauer, Cynthia <Cynthia.Lauer@fortbendis.com>; Ryan <Ryan@landwendesign.com>; Stacey Carroll <srcarroll04@yahoo.com>; jay seay <seayjayc@hotmail.com>; halejo@comcast.net; Renee Hale <halerm@comcast.net>
Subject: [EXTERNAL]: VOTE NEEDED: Treasurer Transition and Update on Action Items

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Hello, KBC Board

Per Rene's email below she is stating that she would like to rescind her resignation and finish her term as the KBC Treasurer for 2021/2022.

This needs to be voted on since her resignation has been accepted.

Recognition timeline:

During the April 3, meeting Renee tendered resignation as of end-of-season (Close out books May 31.)

*This was accepted.

On April 5, 2022 after reflecting on the April 3rd meeting Renee sent an email to the KBC Directors outlining the Treasurer Transition and stated:

"I will conclude my duties as Treasurer as of May 15th. This date should allow for the closure of the concession stand and the settlement of any outstanding deposits/expenses."

*This was accepted.

On May 19th Renee sent out an email rescinding her resignation:

1. *I am willing to stay and finish the fiscal year so that only one audit will be needed*

To answer the concern of the May 15th deadline; this was established from the April 5th email Renee sent to the KBC Board. In the email she stated that she will be resigning effective May 15th. She resigned meaning she is no longer interested in continuing her duties as treasurer for the KBC. Anytime a person resigns from a paid/volunteer position they are expected to turn over any and everything that belongs to that company or organization, the day they leave. - Her 1 yr. term as treasurer did not end; she resigned from it so it created the urgency to turn things over.

If it is determined that Renee will not finish out the the fiscal year, all the KBC's accounting documents and materials will be turned over as soon as possible. Renee Hale will place them in a sealed/locked container in the presence of one or both of the KBC's Vice President's, Rachel Wedemeier or Lin Humble and it will then be turned over to one of them, until the first audit can be done.

*****We need to vote on 2 things:**

1. Vote if you Accept or Reject, Renee Hale's, request to rescind the resignation she gave on April 5th as the KBC's Treasurer for 2021/2022
2. Vote if you Agree or Disagree - If it is determined that Renee Hale will not finish out the the fiscal year. Then all KBC's accounting documents and materials will be turned over as soon as possible. Renee Hale will place them in a sealed/locked container in the presence of one or both of the KBC's Vice President's Rachel Wedemeier or Lin Humble and it will then be turned over to one of them, until the first audit can be done.

Thank you,

Cyndi Flores – KBC President

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On 05/18/2022 7:49 PM Renee Hale <halerm@comcast.net> wrote:

To all –

I am reposting my response from earlier as it seems to have been disregarded.

I am at work right now, but I want to quickly address a few things.

- 1. It is true that I when I chose the May 15th date, I believed that all of the board's business would be concluded (including concessions and the tax return).*
- 2. I am willing to stay and finish the fiscal year so that only one audit will be needed*
- 3. I will NOT turn over any supporting documentation until the audit has been completed (for which I am responsible for coordinating and making any correcting accounting entries, if needed). This is for my protection to ensure that I can fully address any questions that arise during the audit.*

If it is determined that I will not finish out the accounting for the fiscal year, then I am more than happy to provide Rachel the checkbook. She already has her own debit card and is able to make purchases right now.

Last year it took 3 months to get the accounting transitioned to me...while I don't need nor want a lengthy transition, I think a little grace is in order. As long as the business of KBC (i.e. purchases and reimbursements) can be made then there is not an urgent need to the other items.

That being said...Cyndi – let me speak plainly. I have attempted over the many months to work with you professionally and maintain a level of decorum. When it was clear that you could not do the same, I submitted my resignation. I do not work for you or report to you because you hold the title of “president.” My fiduciary duty to KBC is to follow Federal tax laws, FBISD rules/regulations, and accounting best practices. I have done that and will continue to do so even when challenged at every turn. You are creating an artificial deadline/urgency that has no validity.

Earlier today I offered to complete this fiscal year in the interest of KBC's needs which would limit the number of audits. It is clear you don't desire what makes technical or logical or rational sense. (And yes, Rachel, I'm happy to rescind my resignation if it makes this issue go away and these incessant e-mails stop).

There will be an audit conducted of the financials per guidelines. I will facilitate and be accountable for that action as I indicated previously and again today. As I have held the fiduciary responsibility and signed the KBC's 2021 Federal Tax Form-990, I will NOT release any documentation until the audit is completed. I will work with the audit team which is comprised of Stacy Pavlik, Stacy Carroll, and Jerri Brandon. When it works out for the logistics of the audit to take place, it will happen. As you were part of the audit team last year, Cyndi, I know you understand the logistics of putting it together.

If you have a specific concern that is driving this artificial deadline, please list that concern directly. Otherwise – I need these e-mails to cease.

Rachel – please reach out to me directly to pick up the checkbook.

Regards,
Renee Hale, Certified Fraud Examiner

From: Cyndi Flores <cghuneim@comcast.net>
Date: Wednesday, May 18, 2022 at 5:07 PM
To: <halejo@comcast.net>, Rachel Wedemeier <chemteach8@gmail.com>
Cc: Aurora Resuriz <aresuriz1@hotmail.com>, <Brent.Schmidt@fortbendisd.com>, Cyndi <Cyndi.flores@fortbendisd.com>, Ethan Resuriz <eresuriz@surgiquip.com>, Jerri Brandon <jerrib8@gmail.com>, "Lauer, Cynthia" <Cynthia.Lauer@fortbendisd.com>, Lin Humble <linhumble@hotmail.com>, Renee Hale <halerm@comcast.net>, Ryan <Ryan@landwendesign.com>, Stacey Carroll <srcarroll04@yahoo.com>, jay seay <seayjayc@hotmail.com>
Subject: RE: UPDATE: Treasurer Transition and Update on Action Items

All KBC financial items need to be turned over as soon as possible so that we can audit them.... Please and Thank you

On 05/18/2022 3:28 PM halejo@comcast.net wrote:

I'm not sure we need to get that formal. I think we can just move her resignation date out to coincide with the election next week – from May 15 to May 25. Then, an orderly turnover with the new person(if there is one) would occur through the audit and then its done.

From: Rachel Wedemeier <chemteach8@gmail.com>
Sent: Wednesday, May 18, 2022 3:25 PM
To: halejo@comcast.net
Cc: Aurora Resuriz <aresuriz1@hotmail.com>; Brent.Schmidt@fortbendisd.com; Cyndi <Cyndi.flores@fortbendisd.com>; Cyndi Flores <cghuneim@comcast.net>; Ethan Resuriz <eresuriz@surgiquip.com>; Jerri Brandon <jerrib8@gmail.com>; Lauer, Cynthia <Cynthia.Lauer@fortbendisd.com>; Lin Humble <linhumble@hotmail.com>; Renee Hale <halerm@comcast.net>; Ryan <Ryan@landwendesign.com>; Stacey Carroll <srcarroll04@yahoo.com>; jay seay <seayjayc@hotmail.com>
Subject: Re: UPDATE: Treasurer Transition and Update on Action Items

She would need to rescind her resignation, correct?

On Wed, May 18, 2022 at 3:20 PM <halejo@comcast.net> wrote:

In that case it makes even more sense to me to wait. If she runs and wins there is no turnover needed. If she runs and loses there is only one turnover needed. Either way, or even if she doesn't run at all, it means only one audit, rather than two. Its only a week longer. It seems odd to not wait – particularly since she said she's willing to hang on for the interim and save the hassle of two audits.

From: Cyndi Flores <cghuneim@comcast.net>

Sent: Wednesday, May 18, 2022 3:07 PM

To: halejo@comcast.net; Stacey Carroll <srcarroll04@yahoo.com>

Cc: Brent.Schmidt@fortbendis.com; Cyndi <Cyndi.flores@fortbendis.com>; Rachel Wedemeier <chemteach8@gmail.com>; Lin Humble <linhumble@hotmail.com>; Lauer, Cynthia

<Cynthia.Lauer@fortbendis.com>; Aurora Resuriz <aresuriz1@hotmail.com>; Ethan Resuriz

<eresuriz@surgiquip.com>; Ryan <Ryan@landwendesign.com>; Jerri Brandon <jerrib8@gmail.com>; jay seay <seayjayc@hotmail.com>; Renee Hale <halerm@comcast.net>

Subject: RE: UPDATE: Treasurer Transition and Update on Action Items

Is this a moment that I missed where I should read between the lines and understand that Rene is running for treasurer for the 2022/2023 season?

On 05/18/2022 3:03 PM Cyndi Flores <cghuneim@comcast.net> wrote:

Please do not misunderstand what I said..... Technically it makes if she didn't resign. But she has resigned as of May 15 and shouldn't be in position of any of the KBC financial items. I don't know of any job or volunteer position that will allow you to hold on to such items after you have resigned. So, I'm sorry. I do not agree with you; everything needs to be turned over and 2 audits will be conducted.

Thanks,

Cyndi Flores – KBC President

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On 05/18/2022 2:51 PM halejo@comcast.net wrote:

I agree with you that technically it would make sense. I think it also makes sense practically, to avoid the effort and expense of two audits. So, since it technically makes sense, and it practically makes sense, it seems we are in agreement that it is best to wait 7 days for a turnover to the new Treasurer and thereby avoid the hassle of two audits.

From: Cyndi Flores <cghuneim@comcast.net>
Sent: Wednesday, May 18, 2022 2:42 PM
To: halejo@comcast.net; Stacey Carroll <srcarroll04@yahoo.com>
Cc: Brent.Schmidt@fortbendisd.com; Cyndi <Cyndi.flores@fortbendisd.com>; Rachel Wedemeier <chemteach8@gmail.com>; Lin Humble <linhumble@hotmail.com>; Lauer, Cynthia <Cynthia.Lauer@fortbendisd.com>; Aurora Resuriz <aresuriz1@hotmail.com>; Ethan Resuriz <eresuriz@surgiquip.com>; Ryan <Ryan@landwendesign.com>; Jerri Brandon <jerrib8@gmail.com>; jay seay <seayjayc@hotmail.com>; Renee Hale <halerm@comcast.net>
Subject: RE: UPDATE: Treasurer Transition and Update on Action Items

Technically it would make sense.... however she resigned from her position effective March 15th (per her email below) and this isn't any different then when a person resigns from their job and everything pertaining to their position is removed from their possession.

The decision to have the banquet was made at the meeting on April 3 (the same day she resigned) so I can understand her not remembering us discussing it.

So unfortunately, this needs to be done sooner rather than later.

Thanks,
Cyndi Flores – KBC President
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On 05/18/2022 2:17 PM halejo@comcast.net wrote:

The email from Renee on April 5 was sent before we had decided on having a Banquet. So, the audit will need to include the Banquet. Otherwise we need an audit now (through May 15 cutoff) and then another in June to include all Banquet financials.

My question is, since elections are a week away, and in theory we will have a new Treasurer in a week, would it not make more sense for the Treasurer duties to just sit tight for 7 days and Renee makes a turnover to whomever the new Treasurer is, and then the two of them participate in a single audit? It seems like an extra step to turn over everything to Rachel, who will then turn it over in 7 days to someone else. If we wait 7 days we can just have one turnover and only one audit, rather than two turnovers and two audits.

From: Cyndi Flores <cghuneim@comcast.net>

Sent: Wednesday, May 18, 2022 2:09 PM

To: Stacey Carroll <srcarroll04@yahoo.com>

Cc: Brent.Schmidt@fortbendisd.com; Cyndi <Cyndi.flores@fortbendisd.com>; Rachel Wedemeier <chemteach8@gmail.com>; Lin Humble <linhumble@hotmail.com>; Lauer, Cynthia <Cynthia.Lauer@fortbendisd.com>; Aurora Resuriz <aresuriz1@hotmail.com>; Ethan Resuriz <eresuriz@surgiquip.com>; Ryan <Ryan@landwendesign.com>; Jerri Brandon <jerrib8@gmail.com>; jay seay <seayjayc@hotmail.com>; John <halejo@comcast.net>; Renee Hale <halerm@comcast.net>

Subject: Re: UPDATE: Treasurer Transition and Update on Action Items

Good points, Stacey

Yes, Rachel will be picking up everything pertaining to the KBC finances.

All financials can be turned over now, it will have no effect on the audit. Rene just has to be available if the auditing committee has any questions.

Per Rene's email below:

1)I will conclude my duties as Treasurer as of May 15th. This date should allow for the closure of the concession stand and the settlement of any outstanding deposits/expenses.

So everything should be in order and ready for an audit now and your correct another audit will need to be done in June for the new treasurer. This isn't any different then when a person resigns from their job and everything pertaining to their position is removed from their possession.

Rachel is aware of QuickBooks and the procedures and if she has trouble she has someone to assist her.

Thanks

Cyndi Flores – KBC President

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On 05/18/2022 1:31 PM Stacey Carroll <srcarroll04@yahoo.com> wrote:

Is Rachel just picking up the KBC Financials from Renee and only handling the reimbursement of expenses. Just curious if she's familiar with QB and can handle those functions properly. I'm not saying she can't just don't want to make any unnecessary mistakes if it can be avoided.

Also, would it be best to wait and have Renee turn over all the financials after the audit. I understand her last day has passed but she has to be involved in the audit since she will have to answer any questions that may arise. I think this is only fair so she can be comfortable and know that she has a clear reconciliation and clean hand off of the books where she left off.

Technically an audit would have to happen now if Renee turns over the financials and another one would have to be done in June.

Thanks,
Stacey

On May 18, 2022, at 12:58 PM, Cyndi Flores <cghuneim@comcast.net> wrote:

Hello, KBC Board

With Rene's last day as the KBC Treasurer on May 15, 2022 and Rachel being the only other signer on the bank account.
We need to address how to handle this transition.
Rachel has agreed to pickup the KBC Financials (Check Book, Bank Statements, Credit Card etc.) from Rene.

This needs to be done as soon as possible. We have a reimbursement that needs to be issued for the purchase of items for the banquet.
We will also have upcoming charges for the banquet, that Rachel will need to pay for.

Are we all in agreement that Rachel can issue the upcoming reimbursements, handle transactions and other duties as needed?

Please respond as soon as possible so Rachel and Rene can coordinate a time for pickup.

Thank you, everyone

Cyndi Flores – KBC President

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On 04/05/2022 4:28 PM KBC Treasurer <elkinskbctreasurer@gmail.com> wrote:

----- Forwarded message -----

From: KBC Treasurer <elkinskbctreasurer@gmail.com>

Date: Tue, Apr 5, 2022 at 3:44 PM

Subject: Treasurer Transition and Update on Action Items

To: Flores, Cyndi <Cyndi.flores@fortbendisd.com>, Rachel Wedemeier <chemteach8@gmail.com>, <linhumble@hotmail.com>, <cynthia.lauer@fortbendisd.com>, Aurora Resuriz <aresuriz1@hotmail.com>, <eresuriz@surgiquip.com>, <halejo@comcast.net>, <JerriB8@gmail.com>, <scarroll04@yahoo.com>, <seayjayc@hotmail.com>

KBC Directors -

With time for reflection from Sunday's meeting, please see below for changes/confirmations on the path forward, as well as answers to questions that came up before/during/after the meeting. No need to respond to this e-mail...this is for informational purposes only.

1)I will conclude my duties as Treasurer as of May 15th. This date should allow for the closure of the concession stand and the settlement of any outstanding deposits/expenses.

2)I will coordinate with Jerri/Stacy on concession stand monetary process/activities.

3)Any correspondence for Treasurer actions (i.e. providing receipts, submitting expense reimbursements, requesting information) should be directed to the KBC Treasurer e-mail address: elkinskbctreasurer@gmail.com. I will review e-mail periodically. If there is an item that is considered "urgent" – text me. Please cease sending KBC Treasurer items to my personal e-mail address.

4)Expense reimbursements to be handled pre-transition need to be submitted to the KBC Treasurer e-mail no later than April 30th. Anyreimbursements after that date will be handled post-transition (not managed by me).

5)For the Zettle/tablet...I have updated the fees for the Concession stand and have added the product item "Sausage on a Stick" for \$8 for the event on Saturday.

6)The starting money (\$120) for the Book-a-palooza and the spare Zettle machine will be provided to Stacy who will coordinate getting those items to Cyndi.

7)I presume proceeds from Book-a-palooza will be handled similar to concessions (two-person verification) and will include the final count of all cash to be deposited. Following the event, the proceeds can be provided to Stacy (with whom I will coordinate deposit).

8)As mentioned during the meeting, there are two outstanding expense items (repayment of \$62.63 from an Amazon purchase in January and the \$150 receipt for the photographer). These items should be cleared ASAP to ensure a proper transition to the new Treasurer. The receipt can be e-mailed to the KBC Treasurer e-mail. Regarding the repayment of the Amazon purchase...for transparency I have attached the e-mails (string) that have come to me.As I mentioned in the e-mail...the repayment of this item is about proper accounting of any expenses incurred by a 501(c)(3) organization.

9) Regarding Quickbooks - KBC has used the subscription service (on-line) since inception in or around 2011. The fee is for the annual subscription service. The current subscription allows for 3 users and 2 CPA firms.

Photo payments

It may be advisable to clarify to KBC parents that they only need to purchase one item to receive photos (and clarify that they will receive the photos electronically or with a link). Several parents have purchased multiple quantities thinking they were buying actual photos. I have already spoken to several parents and will contact any others who need their overpayments refunded.

I will send a summary of the photo purchases later this week (to Cyndi). Regarding the extension of the time for the link (extended to April 17th)...there is nothing to be changed in the ECWID store - it is done manually in the store on the day.

ECWID - KBC Store / KBC primary e-mail account

In preparation for my transition, it may be prudent for one or more of the Directors to begin managing or at least become familiar with the ECWID store and KBC's gmail account. The sign-in for ECWID is the KBC Google password which I believe several of you already have. Sales for the photo link purchases can be accessed from this site or from the KBC primary e-mail where payment confirmations are sent. I have been monitoring and responding to e-mails on the primary e-mail account (as well as the Treasurer's account). In the past, this e-mail was managed by Communications. I started monitoring it because messages were not being addressed/responded to...(there were over 2,000+ messages when I came on-board).

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Rachel Wedemeier, Ed. D