

**National Speleological Society
Secretary-Treasurer and Interim Executive Director Report
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Division of Finance Personnel:

Agents of the Secretary-Treasurer

NSS Office Manager	Michelle Kesler	bookkeeper@caves.org
Fine Arts Salon Treasurer	Kim Fleischmann	kfleisch@juno.com
2026 Convention Treasurer	Sharon Schierling	sschierl@nd.edu
2027 Convention Treasurer		
NCRC Treasurer	Rachel Walker	Finance@ncrc.info
VTC Treasurer	Jenny Tison	Jenny.tison@caves.org
Insurance Committee	Michael Cicherski, Chairman	coastalcaver@me.com

Financials are provided quarterly.

Acronym Index:

S-T – Secretary- Treasurer
NSS – National Speleological Society
NSF – National Speleological Foundation
BOG – Board of Governors
NCRC – National Cave Rescue Commission
BORC – Board of Rescue Commission
SOP – Standard Operating Procedure
GL – General Ledger
QBO – QuickBooks Online
VTC – Vertical Training Commission
ED – Executive Director

Financial Division and Interim Executive Director Report

The Secretary-Treasurer (S-T) oversees the NSS's financial and accounting operations and works closely with the Executive Director to support the Society's day-to-day administrative and operational needs.

This report summarizes the Finance Division's current priorities, completed work, and ongoing activities, along with responsibilities undertaken in my capacity as Interim Executive Director.

Plans:

- Support a smooth transition and comprehensive onboarding process for the incoming Executive Director.
- Prepare and provide Division Chairs with mid-year fiscal analyses to support informed budget and operational decisions.
- Provide financial documentation and support necessary for preparation and filing of Form 990.
- Organize and participate in the first Division Chairs and staff retreat in Blacksburg to strengthen coordination and cross-divisional planning.
- Support staff with the Nature Preserves holiday fundraiser, including coordination and distribution of donor ornaments and cards.
- Work with VTC and NCRC to document volunteer hours and develop annual project budgets that incorporate all scheduled courses, providing the supporting information required for grant applications.
- Research and implement a consistent Society-wide process for tracking and reporting volunteer hours.
- Draft clear membership communications regarding the vertical training facility.
- Coordinate with the Fundraising Department on fundraising initiatives for the vertical training facility.
- Develop fundraising opportunities in collaboration with the Nature Preserves Department.
- Establish a Grant Writing Department to strengthen and coordinate grant-seeking efforts.
- Establish RAMP processes and controls for Convention operations.
- Establish RAMP processes and controls for NCRC operations.
- Assist with implementation of a new CRM for the membership database, replacing the prior effort to address the disconnect between YM and QBO.
- Revise the NSF/NSS agreement to more accurately reflect and align with the legal relationship between the two organizations.
- Provide timely financial information and ongoing operational support to divisions, members, and grottoes.
- Coordinate and support pending and emerging legal and insurance matters.
- Transition bookstore management to the Office Manager and move the Bookstore from the Facilities Division to the Operations Division.
- Implement Shopify to improve bookstore operations, order management, and fulfillment.
- Finalize and implement a consistent staff travel policy.
- Review state-by-state charitable solicitation and donation registration requirements to support the Fundraising Department.
- Complete inventory and gear-inspection records for NCRC, VTC, and the Vertical Section in support of obtaining appropriate insurance coverage for trailers and equipment.
- Secure higher-limit crime coverage and appropriate employee bonding protection.
- Convention
 - Establish the 2027 NSS Convention QuickBooks Online file and bank account.
 - Review 2027 Convention contracts for financial, operational, and insurance considerations.
 - Review and approve the updated 2027 Convention budget.
 - Complete reconciliation and financial closeout of the 2026 Convention.

Progress:

- Provided extensive audit support and document delivery for the FY 2025–2026 audit; anticipated completion remains Fall 2026.
- Continued providing divisions with timely, real-time actual financial results to support budget monitoring and decision-making.
- Provided support for ongoing legal matters and organizational transition activities.
- Finalized the employee background-check process and completed background checks for all employees.
- Completed renewals for liability, errors and omissions (E&O), automobile, and event insurance coverage.
- Supported the zoning process associated with the vertical training facility.
- Developed updated donation acknowledgment letters to align with IRS requirements.
- Convention
 - Supported Convention staff with NSS operational needs, including JSS activities.
 - Supported Co-op operations and on-site functionality in coordination with Nadya and the Membership Division.
 - Supported Vertical Section operations and on-site functionality in coordination with the Education Division.
 - Continued reconciliation and review of 2026 Convention accounting activity.
- Presented the annual financial review to Directors during Convention.
- Participated in and provided support for the Planned Giving seminar.
- Completed professional development through a grant-writing workshop, an AI for CFO program, and QuickBooks Online specialist webinars.
- Conducted the prior fiscal year budget review during Convention.
- Finalized and approved VTC and NCRC financial policies and established investment accounts for both entities in accordance with the approved policies.
- Established a new policy governing manual purchases within NCRC.
- Continued providing the Office Manager and bookkeeper with accounting guidance and operational support.
- Revised existing NSF fund agreements; revisions remain pending NSF approval.
- Created and implemented an Investment Review Department within the Finance Division to strengthen oversight and reconciliation processes.
- Successfully obtained a zoning variance permitting camping at NSS Headquarters.
- Finalized and approved revisions to the financial provisions of the bylaws.
- Resolved outstanding account matters and established an NSS account for the Vertical Section.
- Reconciled NSF accounts through June 30, 2026; identified discrepancies were provided to NSF and remain pending resolution.
- Supported the NSS and Shelta Cave open house held in recognition of the first International Day of Caves and Karst.
- Successfully filled all Division Chair positions.
- Participated in and provided administrative support to the Code of Conduct Department.
- Renewed the USDA/USFS Bridger-Teton agreement, completed reporting for the Tongass cave project, and renewed the USFWS grant and award agreement.

- Supported implementation of the co-branded agreement and associated merchandise initiatives.
- Completed the workers' compensation audit and policy renewal.

Problems / Concerns

- None

Insurance Dept Report

PLANS:

- The Insurance Department anticipates a relatively quiet remainder of the year while continuing to address the following priorities:
- Continue efforts to ensure the Insurance Committee receives copies of 2027 Convention contracts. Whenever possible, contracts should be provided for insurance review before execution; at minimum, finalized copies should be supplied promptly after signing.
- Secure a crime policy with increased coverage limits before year-end.
- Evaluate and pursue appropriate coverage for NCRC and VTC equipment and contents.
- Determine whether CDS requires separate coverage and obtain clarification from the carrier regarding how NSS Sections are treated under the Society's umbrella insurance policies.

PROGRESS:

The summer has remained quiet, with no unusual insurance activity or significant incidents to report.

PROBLEMS:

None to report.

Executive Summary

This report summarizes current Finance Division activities and Interim Executive Director priorities, emphasizing financial oversight, audit and compliance support, organizational transition, insurance and risk management, convention accounting, and operational support across NSS divisions and programs. Significant progress includes continued support of the FY 2025-2026 audit, implementation of updated financial policies and investment oversight, renewal of key insurance coverage, reconciliation and financial support for NSS programs and conventions, and advancement of operational and governance initiatives. Near-term priorities include supporting the transition and onboarding of the next Executive Director, providing mid-year fiscal analysis to Division Chairs, completing 2026 Convention reconciliation, establishing 2027 Convention financial infrastructure, strengthening fundraising and grant-writing capacity, formalizing volunteer-hour reporting, and continuing work on insurance, compliance, and financial controls. Overall, Finance Division operations remain active and stable, with no significant concerns reported at this time.

