

# SBAC Meeting Minutes

Meeting Type **Regular Meeting-Meeting 1- 2012 Fiscal Year**

Date and Time **October 11, 2011 10:00 am ET**



## ■ Roll Call

Board Members Present	Board Members Absent	Others Present
Glenn Kretchmer ATL CU Xtend Board of Director	Jeanna Eckhardt Michigan Coastal CU	Diane Kilgore Xtend SRS Manager
Chris Cross AAC CU Chairperson	Tracey Sanders Honor Credit Union	Julie Gessner Xtend Manager Communication Services
Justin Bamford Muskegon Co-Op CU Vice Chairperson		
Kim Hall Tri-Cities CU		
Gary Altman Calcite CU		
Carol Schluckbier Frankenmuth CU		
Janelle Higginson River Valley CU		
Donna Janiczek Clarkston Brandon Community CU		

## ■ In Review

### *Ongoing Projects*

#### **Automated Settlement-**

The following questions were submitted for additional review at a later date:

- Will CUA charge a fee if the settlement process is automated?
- Will we receive an additional fee from CenCorp because of additional transaction activity?
- Will the credit union be given a choice on whether or not to process the settlement manually or automated?

#### **Performing Shared Branch Transactions from Phone Inquiry-**

The following procedures, inquiries and questions were submitted for additional review at a later date:

- Home Credit Union to “other” only
- Must be on both accounts
- If there is a phone transfer then would be considered wire and would be charged a fee
- Teller credit union would be held responsible for transactions made.
- We would like to have shared branching transfer function that is outside of the teller system to perform a transfer from home credit union to an account at another shared branch
- Instead of a cash transfer it would be a journal transfer- This would be treated separately from phone op –
- Add internal security to allow the option to access the function for my staff or other credit union
- For Night Deposits – Add additional information to contact worksheet indicating whether or not a CU will accept Xtend Shared Branch Night Deposits

### *Xtend Shared Branch Policy Procedure Guide*

#### **Large Dollar Check Holds**

Justin Bamford asked if anyone considered lowering the large dollar check hold. Suggested Change to Policy Procedure Guide as follows:

From:

” A fax notification must be sent to the member credit union (See Appendix A) for all large dollar checks \$2500 or over”

To

A fax notification must be sent to the member credit union (See Appendix A) for all large dollar checks **\$1500** or over

Results include:

- Cash back on check hold-recommendation to give the amount available in the member account at the time of the transaction
- A reminder for the following action item:

*Action Item:* Note to Diane Kilgore to be sure changes have been made to the Large Dollar Notification Form to include the new \$1500 amount for large checks. When form is complete please email to the Xtend Shared Branch Network.

### *Xtend Shared Branch Advisory Council Handbook*

The council has identified the follow attributes for inclusion:

- The handbook should include a list of members and terms
- Should clearly outline terms, voting privileges and general outline of requirements to serve
- Should be in keeping with Xtend’s mission, vision and tie into other documents including the Xtend Board of Directors Handbook
- Should be brief and to the point

The next board meeting will be held on January 11, 2011  
via web conference starting at 10:00.