

CeSPNC Finance Committee Notes, September 27, 2019

Called to order at 6:05pm by Matt Garland, Chair

Attendees: Linda Alexander, Linda Nutile, Doug Epperhart, Sheryl Ackerblom, Stakeholder

Committee Member Sign-ups: Linda Alexander and Linda Nutile joined the committee

Treasurer's Report:

- 1) Funding Training occurred on Sep. 19, 19 - attended by Frank, Maria, Matt, and Linda N.
- 2) All invoices from July and August have been paid
 - a) July 2019 MER approved at August board meeting
 - b) August 2019 MER discussed
- 3) Credit Card Fraud occurred in July, procedures about reporting clarified by Shawna and will be included in the written report to the board
- 4) Concern raised about having two card holders accidentally paying for items twice, need to have clarifications (see standing rules)
- 5) Need to amend Admin Packet, **Motion to reduce "Bookkeeper" by \$540 and create a line item entitled "Constant Contact" with an allotted amount of \$540 (12 x \$45).** Moved by Matt, seconded by Linda N., unanimous
- 6) Discussion on how spreadsheets should look, decided to include expenses until the end of the month

Motion to adopt Fiscal Calendar for Finance Committee Meetings: Moved by Matt, seconded by Linda A., unanimous

July - new financial officers elected (create BACs for each officer)
- Attend financial trainings
- elect Finance Committee chair

August - new board member training/retreat
- hold first Finance Committee meeting

September -

October - send out call 1st call for NPGs and CIPs

November - review Neighborhood Purpose Grants and Community Improvement Grants

December - monthly meeting usually cancelled due to holidays

January - adjust admin packet

February - send out call 2nd call for NPGs and CIPs

March - review Neighborhood Purpose Grants and Community Improvement Grants

April - anticipate end-of-the-fiscal year expenses, request end-of-year invoices from all vendors

May - 20th ~ last day to request approval for an NC event to occur before July 15

June - 1st ~ last day to request a check payment
- 20th ~ last day for credit card transaction
- present board with fiscal packet for next fiscal year

Bookkeeper: Linda N. volunteered to maintain a monthly spreadsheet at no cost

Motion for CeSPNC to pay \$225 (8 hours @ \$27.95) twice a year for a minute taker and monthly administrative services for a cost of \$450 for the fiscal year 2019–2020 for the Harbor Alliance of Neighborhood Councils, to be billed through a city approved temporary staffing agency. Moved by Linda A., seconded by Matt, unanimous

Motion for CeSPNC to pay \$50 to The Mailroom for website hosting and maintenance for the Harbor Alliance of Neighborhood Councils for the fiscal year 2019–2020. Moved by Linda A., seconded by Matt, unanimous

No Funding Requests

Motion to approve August 2019 MER. Moved by Matt, seconded by Linda A., unanimous

Motion to approve revision of Finance Policy Standing Rule: moved by Matt, seconded by Linda, unanimous

1. The card holder(s) is/are accountable 1st to the Treasurer and then to the board and shall respond within 72 hours to concerns raised by the Treasurer.
2. The Treasurer is responsible for all check payments, the 1st Card Holder is responsible for Office and Elections payments, and the 2nd Card Holder is responsible for Outreach payments as approved by the board.
3. Should one of the Card Holders not be available to process a payment, he/she may ask the other Card Holder to process it on their behalf.
4. CC can never be used to buy self or other's individual meals. Not including providing broadly available light refreshments and snacks for public Board meetings.
5. Any expense not stipulated in the annual budget must be presented to the board with a detailed budget for approval. Includes: any meeting (Special, training, retreat etc.) any, and all expenses/purchases for outreach programs.
6. No credit card expenditure shall be made without prior notice to the Treasurer.
7. Card Holders who do not abide by DONE or NC rules shall have their Card Holder status removed by a majority vote at a board meeting.