



## Meeting Minutes

12-21-2020

### I. Call to order

Meeting began at 18:03

### II. Attendees

- *Justin Blackman*
- *Roger Tubby*
- *Ron Gulyas*
- *Mandy Brennan*
- *Vicki Brooker*

### III. Approval of previous meeting's minutes

- Mandy made change (before meeting) of price per meal (changed from \$3.17 to \$3.76)
- Board approved minutes unanimously

### IV. Treasurer's Report

- Abbreviated report was provided before meeting via email and is available on the Wasca Share Point
- Questions in report –
  - Edward Jones discrepancy – about 11000 dollars moved into it in 2018 and dispersed into operating funds, but specific transactions are not readily apparent.
  - *"We need to understand and control access to the various accounts and make sure non-necessary people are not still authorized access. This should include banking as well as other accounts such as utilities. A centralized list in SharePoint would probably be useful."*
  - Board approved **action task for the Director and Treasurer and Board Chair to be current on all accounts**
  - Do we have a separate general ledger to reconcile with the bank accounts?
  - *"Have we received any more communications from the IRS on our past-due tax payments? I know the IRS is swamped but it wouldn't hurt to at least try to contact them again."*



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- All necessary forms have been filed, requested to pay monthly until it is paid off, and previously board has asked for an abatement of any late fees since filing
- Action task for Director and Treasured to make list of items to talk to Wendy M about
- *"We should evaluate our recurring payments for Comcast (\$289) and Reconciled IT (\$370) in light of the services we receive."*
- Services provided need to be clearer
- *"Discuss the need for a yearly audit as noted in the current bylaws. It would probably be better/cheaper to have an informal check by an accounting-savvy person on best practices, etc."*
- Not specified what level of audit to conduct, just external audit
- Not standard for our type of non-profit
- Action for board to add this to review of bylaws
- *"I'd like to present current financials in some different formats - mainly comparisons between current and past time-periods, payees, categories. Suggestions are welcome."*
- Particularly historical views, comparisons, etc. to help provide a clearer view.
- Roger to prepare new views of financial information.
- Justin made a motion to approve report, motion seconded by Ron, board passed unanimously

### V. Discussion of Snow Day delivery policy

- Current practice is to watch weather and if a snow day is anticipated a frozen meal is delivered the day before, and the center is closed on a snow day
- Vicki would like to update policy
- Vicki has reached out to other centers, and has suggested to send a set amount of frozen meals to clients with a communication that the meals should be held by the client in case of non-delivery days
- This would support driver safety
- Action for Vicki to touch base with Kathy P at the CVCOA and ask what other centers are doing and what the CVCOA is willing to



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support, and provide that feedback to the board via email communication

- Backup frozen and shelf stable meals previously held at Capital Candy are dwindling and there is no expectation at the present to renew the program
- How to communicate to clients of center closing? Vicki can call WDEV but does not want clients waiting on meals that are not going to come. Board decided to table plans until after Vicki speaks with CVCOA

### VI. Discussion of annual audit requirement in by-laws

- External audits are much more stringent than internal. Transactional financial data needs to be clarified and good accounting practices put in place internally
- Example, a payment coming in through the door needs to be recorded internally, then externally recorded as it is moved into an account. Otherwise Reconciled IT is not matching against what WASCA thinks has been received or spent
- Item to be added to list of items to review in the bylaws via email communication before January Board meeting
  - Justin to start circulating a draft / review of bylaws for board members to review

### VII. Review of 'paid time off' in the Employee Manual.

- Question came from center employee's about extra PTO
  - Asked if they could be paid for the time remaining, roll over the time, or "use it or lose it"
  - Proposal to roll 5 days forward at end of year but anything built up beyond that would be lost
    - Concern is that if those days are lost on December 31, then granted immediately on January 1, that employees could be using up all their time and then not have any banked for emergencies
    - Reconciled IT (Payroll) will be consulted by Vicki to determine options



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- PTO is granted on a scale depending on length of time worked
  - Current time banked does not match for current employees
  - Board to discuss at next meeting
  - Justin to reach out to previous Chair and Treasurer to determine when and how much PTO was given to employees

**VIII.** Justin to reach out to board members who have not been to several meeting to discuss their place on the Board of Directors. Board members should think of people they know who could be additions to the board. Justin made motion to appoint Ron as Vice Chair of the Board, Roger seconded, board passed unanimously.

### **IX.** Adjournment

Facilitator Name adjourned the meeting at 19:37.

Minutes submitted by: Mandy Brennan

Minutes Recorded by: Mandy Brennan