

**ECMS Finance & Fund Development Committee Notes**  
**August 3, 2018**

Attending: Dave Low, Fernando Muniz, Eliza Halsey

**Agenda**

- I. Review/approval of June and July bank statements
  - Committee members reviewed bank statements and had no questions.
  
- II. Updates from budget meeting with Dr. Birks (FY19 budget in Finance folder)
  - Committee reviewed the budget shared with Dr. Birks on 8/1/18. Dr. Birks will receive the FY19 MOU draft on 8/3/18 and will submit to the City's corp counsel for review. We aim for the FY19 MOU to be approved by the August 27th BOE meeting.
  - Agreed on a NHPS payment schedule of Oct 15th, Dec 15th, Feb 15th, Apr 15th
  
- III. Approval of contracts/payments
  - CSBM (\$5,900 for financial management services): *approved by Finance Committee*
  - John Freeman, contract renewal (\$55,000 for 100 days): *approved by Finance Committee, will be submitted to the ECMS board for approval via email*
  - Melissa McClain, contract renewal (\$23,300 for ~70 days): *approved by Finance Committee, will be submitted to the ECMS board for approval via email*

Note additional payments (already approved):

- MTCNE (\$2,500 for Kyoungsook Song's AMI course)
- MTCNE (\$3,375 for Erin Burgett's AMI course)
- Montessori Northwest (\$8,000 for Jasmin Kurtz's AMI course)
- Embracing Equity (\$5,500 for 2-day staff core training)

*\* Eliza noted that we expect to submit 2-3 contracts under \$10K (for small renovation projects at Blake St) to the Finance Committee for approval in the coming weeks. Committee members are prepared to review/approve these contracts via email in August.*

- IV. Financial Policies & Procedures manual updates (plan/timeline)
  - FPP will be updated to account for new office admin role at Quinnipiac. The plan is for the Finance Committee to review and approve the updated FPP at our next committee meeting.
  
- V. ED001C and audit timelines
  - Auditors scheduled to visit ECMS September 6th
  - ED001C due September 4th. Finance Committee will review/approve the ED001C in advance of submission.



