



F.A.M.E., Inc.

## Finance Committee Meeting

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### Date and Time

Tuesday June 12, 2018 at 5:00 PM CDT

### Location

428 Broadway Street

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:00 PM</b>
Opening Items			
<b>A.</b> Record Attendance and Guests		Calvin Tregre	5 m
<b>B.</b> Call the Meeting to Order		Calvin Tregre	5 m
Approval of the Agenda			
<b>C.</b> Approve Minutes	Approve Minutes	Calvin Tregre	5 m
Committee to review and approve meeting minutes from May 16, 2018.			
Approve minutes for Finance Committee Meeting on May 16, 2018			
<b>II. Recommendation to Board for Food Service Contract</b>			<b>5:15 PM</b>
<b>A.</b> Food Service Contract with Pigeon Catering	Vote	Alisa Dupre	7 m

Purpose	Presenter	Time
Review all documentation regarding the contracting of a food provider for all three campuses.		

### III. Closing Items

**5:22 PM**

A. Adjourn Meeting	Vote	Calvin Tregre	5 m
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# Coversheet

## Approve Minutes

<b>Section:</b>	I. Opening Items
<b>Item:</b>	C. Approve Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Finance Committee Meeting on May 16, 2018

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## F.A.M.E., Inc.

### Minutes

#### Finance Committee Meeting

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##### **Date and Time**

Wednesday May 16, 2018 at 5:30 PM

##### **Location**

428 Broadway Street

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##### **Committee Members Present**

C. Tregre, D. Murray-Boseman, D. Omojola, J. Anderson, M. Russell

##### **Committee Members Absent**

*None*

##### **Committee Members who arrived after the meeting opened**

D. Omojola, M. Russell

##### **Guests Present**

A. Dupre, Jalita Chandar, L. Brown

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#### **I. Opening Items**

##### **A. Record Attendance and Guests**

##### **B. Call the Meeting to Order**

C. Tregre called a meeting of the Finance Committee Committee of F.A.M.E., Inc. to order on Wednesday May 16, 2018 at 5:35 PM.

### **C. Approve Minutes**

- Modified items 5 & 6 to indicate a vote was passed at the committee meeting.

## **II. Finance**

### **A. Update and Discussion of the Gentilly Financing**

Everything is the same but we are waiting for documents from the contractor.

Mr. Tregre questioned information on the loan commitment letter...operating income divided by debt service, expected to maintain certain insurances.

Dr. Murray questioned fee for loan documents...about \$7,200

Transferring funds to Whitney from Chase, Mr. Tregre asked about the transition process.  
D. Omojola arrived.

### **B. Contracts for Board Consideration**

Contracts for recommendations...

Brans Pest Control Milan \$195/month and Broadway \$230/month.

Brans Pest Control Milan \$152 and Broadway \$150for termites.

GroundForce Maintenances ....Committee Agreed to Recommend

Empire Maintenance and HVAC to cover additions at Gentilly Terryce \$1,597.77  
month...Committee Agreed to Recommend

LaPorte CPAs....Completion of 990s....Committee Agreed to Recommend

Transportation Contracts for Gentilly... Clarifying questions were sent for additional  
information.

Ambassador Limousines

Scholars First

Kids First

K&S Transportation

Committee to Recommend to the Board to approve transportation contract not to exceed  
\$388/route for the Gentilly Terrace campus.

Check Secretary of State for Business registration for Brans And GroundForce

M. Russell arrived.

#### **C. Financial Reports for the Month of April 2018**

Material changes and write-offs that were differences prior to accounting being brought in house.

Increase in Public funds and MFP funding in excess of \$345K

#### **D. Update on Draft of 2018-2019 Budget**

Nothing is changed on the budget and it is posted on the website.

#### **E. Review of the Financial Policies and Procedures**

The use of school credit card...CFO is the only employee who has a card issued in their name and the card will be locked in the safe.

Limitation of use

Items that are not allowed for purchase

Changes will be made to the policy and reviewed again by the Committee.

#### **F. Discussion on Workflow and Concerns of the Committee Meeting**

Discussion on getting Committee items to members earlier for review prior to monthly meetings.

Next meeting and June 12th @ 5:30pm

#### **G. Public Comments**

There were no public comments

There were no public comments

### **III. Closing Items**

**A. Adjourn Meeting**

M. Russell made a motion to adjourn the meeting.

D. Murray-Boseman seconded the motion.

The committee **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:00 PM.

Respectfully Submitted,

C. Tregre