

APPROVED



Jefferson RISE

Minutes

February 2021 Virtual Finance Committee Meeting

Date and Time

Wednesday March 3, 2021 at 5:00 PM

Location

<https://us02web.zoom.us/j/87165273712>

In full compliance with Open Meeting Law, Jefferson RISE posts all agendas at least 24-hours prior to the meeting at the Jefferson RISE Office and online at www.jeffersonrise.org. Minutes are available online after they have been approved at the following meeting.

Committee Members Present

Diane Jackson (remote), Kathleen Sullivan (remote), Tanya Lewis (remote), Trent Mackey (remote)

Committee Members Absent

None

Committee Members who arrived after the meeting opened

Trent Mackey

Guests Present

Chris Daniels (remote), Laura Thurman (remote)

I. Opening Items**A.**

Record Attendance

B. Call the Meeting to Order

Tanya Lewis called a meeting of the Finance Committee of Jefferson RISE to order on Wednesday Mar 3, 2021 at 4:59 PM.

C. Approve Minutes

Tanya Lewis made a motion to approve the minutes from January 2021 RISE Finance Committee Meeting on 01-27-21.

Diane Jackson seconded the motion.

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

Trent Mackey arrived.

II. Finance

A. Monthly Financials

- Committee discussed financial position as of end of January, including cash on hand.
- Discussed student enrollment.

B. Updated FY21 Projections

- Chris discussed provisional 5 year budget
- Chris discussed hiring at full capacity for next year
- Chris discussed support from federal stimulus

C. Proposed Changes to Fiscal Policies & Procedures

- adopting bill.com as accounts payable platform
- discontinuing accounting for certain items as prepaid expenses
- transfer of day to day duties to accounting firm and Kathleen and Chris review

D. PPP Forgiveness Update

- Chris will send Diane document to sign

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:17 PM.

Respectfully Submitted,
Laura Thurman