

DRAFT



PULLMAN PUBLIC
COMMUNITY FREE
MONTESSORI K-9

Pullman Community Montessori

Minutes

Finance Committee Monthly Meeting

Date and Time

Monday April 15, 2024 at 5:00 PM

Location

Virtual (Zoom)

The Finance Committee meeting will be held via Zoom:

Topic: Finance Committee

Time: Apr 15, 2024 05:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

[https://us06web.zoom.us/j/5020445948?](https://us06web.zoom.us/j/5020445948?pwd=bFFCbk1GMkE2M2ZPaWVEVGJzeEM2UT09&omn=86991795460)

[pwd=bFFCbk1GMkE2M2ZPaWVEVGJzeEM2UT09&omn=86991795460](https://us06web.zoom.us/j/5020445948?pwd=bFFCbk1GMkE2M2ZPaWVEVGJzeEM2UT09&omn=86991795460)

Meeting ID: 502 044 5948

Passcode: djF9wu

This meeting was recorded approximately ten minutes after beginning due to failure to start recording. Many thanks to Kathleen for sharing her recording.

Please note that recordings are provided as a courtesy, but are not required as a quorum of board members is not present.

Committee Members Present

A. MacPhee (remote), K. Casper (remote), K. Wolff (remote)

Committee Members Absent

None

Guests Present

B. Wolff (remote), D. Schneider (remote), K. Silberstein (remote), M. Paolini (remote)

I. Opening Items

A. Record Attendance

B. Guests

Also present were Italiana of the WA Charter School Commission, and pseudonymed community members.

C. Call the Meeting to Order

A. MacPhee called a meeting of the Finance Committee Committee of Pullman Community Montessori to order on Monday Apr 15, 2024 at 5:04 PM.

D. Introductions

Alan introduced new Committee members Kim and Kaitlin, observers Dave and Bev, and Joule Growth Partners ("JGP") representatives Matt and Katie. Alan described JGP's role as strategic partners in keeping PCM's books of record, providing financial analysis, and rendering expert counsel on matters relating to governance and third parties.

E. Approve Minutes

K. Casper made a motion to Approve the minutes from Finance Committee (FC) Meeting on 03-19-24.

K. Wolff seconded the motion.

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

Roll Call

A. MacPhee Aye

K. Wolff Aye

K. Casper Aye

II. Finance Committee (FC)

A. Review March Financials

Alan reviewed March financial reports detailed in the agenda, noting expense items with material variances from budget, and described the functions of the balance sheet and

disbursement registers for approval by the Board. Matt of JGP answered various questions about financial results.

No vote was taken, as none is required of the Finance Committee.

B. Discuss 5-year forecast

Alan discussed a graphical summary of the 5-year forecast, noting the decrease in revenue from 2023-24 to 2024-25 as attributable to enrollment and the presence of certain grants in 2023-24 that are not currently expected to recur in 2024-25.

No vote was taken, as none is required of the Finance Committee.

III. Closing Items

A. Establish recurring Finance Committee meeting times

Alan proposed, and the committee agreed, to Finance Committee meetings occurring three working days prior to regular monthly Board meetings, so long as the date occurs later than the accounting close (which requires 9 working days). When less than three days fall between the accounting close and the Board meeting, the Finance Committee meeting will be delayed to facilitate the close.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:57 PM.

Respectfully Submitted,

A. MacPhee

Following adjournment, a review of the financials was provided by Alan and Matt for the benefit of those unable to access the meeting from the beginning, and unable to access document links.

Documents used during the meeting

- Resignation from PCM Board - Aubree_Redacted.pdf
- 1. PCM Finance Dashboard 24 03.pdf
- 2. PCM Income Statement 24 03.pdf
- 3. PCM Balance Sheet 24 03.pdf
- 4. PCM BvA 24 03.pdf
- 5a. PCM Payroll and AP Certification 24 03.pdf
- 5b. PCM Payroll Report 24 03.pdf

- 5c. PCM AP Register 24 03.pdf
- 5d. PCM Non-AP Register 24 03.pdf

Grounding Docs: [FC Description & Responsibilities](#) , [Bylaws](#) (read committees section)