



# El Camino Charter High School

## Finance Committee Meeting

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### **Date and Time**

Thursday January 21, 2021 at 4:00 PM PST

### **Location**

VIRTUAL MEETING - Please see below.

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The Finance Committee is a standing committee of the Board of Directors of El Camino Real Alliance.

For committee meeting materials, please go to the school's main office, or call (818) 595-7500. Some board meeting materials are also posted in the school's website (<https://ecrchs.net> - click the ECR Board tab).

### **VIRTUAL COMMITTEE MEETING**

In accordance with Governor Newsom's Executive Order N-29-20, the meeting of the Finance Committee will take place via a virtual/teleconferencing environment.

To join the virtual Committee meeting, please register through GoToWebinar <https://attendee.gotowebinar.com/register/4006587798528494607>, webinar ID 816-158-211. You must register for the event (note you do not need to enter your legal name to participate). Once registered, you can attend the meeting through the online link, or by telephone (a call-in number and audio PIN will be provided after you register and prior to the meeting).

### **PUBLIC COMMENTS**

If you would like to make a comment during the Public Comment section or during an agenda item, you may do so in two ways: (1) click the "Raise Hand" icon on the control panel; or (2) email your comment to [comment@ecrchs.net](mailto:comment@ecrchs.net) and it will be read on the record. **Please note:** your name will be read on the record along with your comment; if you do not wish to have your name read, please indicate on your email.

In order to conduct an orderly meeting, all members of the public will be placed on mute during the Committee meeting, except during public comments. Note that for those who elect to participate through the call-in number, you will not have the option of being unmuted during the meeting.

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The Public Comments agenda item is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Committee can only listen to your issue, not respond or take action. The Committee may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed thirty (30) minutes. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Committee, shall have twice the allotted time to speak. When addressing the Committee, speakers are requested to adhere to the time limits set forth. In order to maintain allotted time limits, the Committee Chair may modify speaker time allocations or the total amount of allotted time for an item.

Consent Agenda: All matters listed under the consent agenda are considered by the Committee to be routine and will be approved/enacted by the Committee in one motion in the form listed below. Unless specifically requested by a Committee member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Committee votes on them. The Committee recommends approval of all consent agenda items.

*In compliance with the Americans with Disabilities Act (ADA) and upon request, El Camino Real Alliance may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to Daniel Chang, in person, by email at [d.chang@ecrchs.net](mailto:d.chang@ecrchs.net), or by calling (818) 595-7537.*

## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:00 PM</b>
Opening Items			
<b>A. Call the Meeting to Order</b>		Brian Archibald	1 m
<b>B. Record Attendance and Guests</b>		Daniel Chang	1 m
<b>C. Public Comments</b>	Discuss	Brian Archibald	15 m
<b>II. Consent</b>			<b>4:17 PM</b>
<b>A. Approve Minutes of December 14, 2020 Finance Committee Meeting</b>	Approve Minutes	Brian Archibald	1 m
Approve minutes for Finance Committee Meeting on December 14, 2020			
<b>III. Financial Review</b>			<b>4:18 PM</b>
Finance			
<b>A. December 2020 Financial Update</b>	Discuss	Gregory Wood and John Arndt of ICON	10 m

	Purpose	Presenter	Time
Discuss December 2020 Financial Update.		School Management	

<b>B. Review of Investment Portfolio</b>	Discuss	Gregory Wood	20 m
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The Committee will discuss the school's investment portfolio.

<b>C. Discuss and Vote on Investment Advisor</b>	Vote	Gregory Wood	10 m
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The Committee will review the potential investment advisor companies who bid on the Request for Proposal for Investment Advisor Services, and and possibly vote to recommend one to the Board.  
 ACTION ITEM: motion to recommend to the Board that \_\_\_\_\_ be retained as the investment advisor.

<b>D. Review of December 2020 Check Registers</b>	Vote	Gregory Wood	10 m
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Review of the December 2020 check registers for the General Account and the Trust Account.  
 ACTION ITEM: motion to recommend approval of the December 2020 Check Registers to the Board.

<b>E. Review of December 2020 American Express Bill</b>	Vote	Gregory Wood	10 m
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Review the American Express bill for December 2020.  
 ACTION ITEM: motion to recommend approval of the December 2020 American Express bill to the Board.

**F. Discuss and Vote on New Credit Card**  
 The Committee will discuss and vote on ECRA's applying for a new credit card and recommending approval of same to the Board.  
 ACTION ITEM: motion to approve recommendation of new credit card to the Board.

**IV. Closing Items 5:18 PM**

<b>A. Adjourn Meeting</b>	Vote	Brian Archibald	
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