



## Voices College-Bound Language Academies

### Minutes

#### Audit and Finance Committee Meeting

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**Date and Time**

Thursday August 25, 2016 at 2:00 PM

**Location**

14271 Story Rd, San Jose, CA 95127

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Alternative Teleconference Locations:

4416 Arden Way; Sacramento, CA 95864

Public Comment: This agenda is limited to no more than 10 minutes total and 2 minutes per person. Provisions of the Brown Act (Government Code Section 54954.2(a) and .3) preclude any action being taken on any item not appearing on the posted agenda.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY: Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. any individual with a disability who requires reasonable accommodation to attend or participate in this committee meeting may request assistance by contracting Mari DeSolorzano at 408 791 1609 ext1052

Members of the public attending a meeting conducted via teleconference need not give their name when entering the conference call.

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**Committee Members Present**

A. Miller, B. Nuthals, D. Richards (remote), D. Vo, M. Buerger (remote)

**Committee Members Absent**

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*None*

### **Committee Members who left before the meeting adjourned**

D. Richards

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## **I. Opening Items**

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

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

B. Nuthals called a meeting of the Finance Committee Committee of Voices College-Bound Language Academies to order on Thursday Aug 25, 2016 at 2:18 PM.

### **C. Public Comment**

No public comment

## **II. Action Item(s)**

### **A. Approve Order of Agenda**

A. Miller made a motion to approve the order of agenda.

D. Vo seconded the motion.

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

#### **Roll Call**

D. Vo       Aye

A. Miller   Aye

D. Richards Aye

B. Nuthals   Aye

### **B. Appoint a Finance Chair**

D. Vo made a motion to appoint Beth Nuthals as the Finance Committee Chair.

A. Miller seconded the motion.

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

#### **Roll Call**

B. Nuthals   Aye

D. Richards Aye

A. Miller   Aye

D. Vo       Aye

### **C. Establish Calendar**

D. Vo made a motion to approve first quarter meeting dates.

A. Miller seconded the motion.

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

**Roll Call**

A. Miller Aye  
D. Vo Aye  
B. Nuthals Aye  
D. Richards Aye

**III. Consent Item(s)**

**A. Approve Minutes 02/23/2016**

A. Miller made a motion to approve all items on the consent agenda items Audit and Finance Committee Meeting on 02-23-16.

D. Richards seconded the motion.

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

**Roll Call**

D. Richards Aye  
B. Nuthals Aye  
D. Vo Aye  
A. Miller Aye

**B. Approve Minutes 05/21/2016**

A. Miller made a motion to approve all items on the consent agenda items Audit and Finance Committee Meeting on 05-21-16.

D. Richards seconded the motion.

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

**Roll Call**

B. Nuthals Aye  
D. Richards Aye  
A. Miller Aye  
D. Vo Aye

**C. Approve Minutes 06/16/2016**

A. Miller made a motion to approve all items on the consent agenda items Audit and Finance Committee Meeting on 06-16-16.

D. Richards seconded the motion.

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

**Roll Call**

D. Vo Aye  
B. Nuthals Aye  
A. Miller Aye  
D. Richards Aye

#### **IV. Audit and Finance**

##### **A. Financial Results - July 2016**

D. Richards left.  
Discussed financials.

##### **B. Define Committee and Staff Roles**

Discussed roles.

#### **V. Other Business**

##### **A. Director of Accounting Report**

No additional comments made.

#### **VI. Closing Items**

##### **A. Future Business**

Next meeting set.

##### **B. Adjourn Meeting**

D. Vo made a motion to adjourn the meeting.  
A. Miller seconded the motion.  
The committee **VOTED** unanimously to approve the motion.

##### **Roll Call**

B. Nuthals   Aye  
D. Richards   Absent  
A. Miller    Aye  
D. Vo        Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:50 PM.

Respectfully Submitted,  
B. Nuthals