

APPROVED



## Veritas Preparatory Charter School

### Minutes

#### Finance Committee Meeting

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**Date and Time**

Thursday December 21, 2017 at 8:30 AM

**Location**

Veritas Prep Charter School 1st Floor Conference Room or Dial-In Number: 866-848-2216,  
Conference Code: 7783935205

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**Committee Members Present**

D. Ford, L. Doherty, L. Goncalves, M. Landon, R. Romano

**Committee Members Absent**

J. Crowell, T. Gabinetti

**Guests Present**

A. Mendelson, R. Kaplan

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**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

L. Doherty called a meeting of the Finance Committee of Veritas Preparatory Charter School to order on Thursday Dec 21, 2017 at 8:30 AM.

**C. Approve Minutes**

Approved October minutes with the condition of minor edits and November minutes as well.

L. Doherty made a motion to approve minutes from the Finance Committee Meeting on 10-19-17 Finance Committee Meeting on 10-19-17.

M. Landon seconded the motion.

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

#### **D. November minutes**

L. Doherty made a motion to approve minutes from the Finance Committee Meeting on 11-16-17 Finance Committee Meeting on 11-16-17.

M. Landon seconded the motion.

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

## **II. Capital Budget Items**

### **A. Feedback for HVAC Options**

The HVAC Options were discussed by the committee, Option 4 being discussed as a viable option.

Need to issue the RFP for the work in January.

The HVAC can be completed before roof.

Consensus of the group was to invite BLW Engineers to the next meeting (1/16/18) in to discuss their proposal.

### **B. Feedback on Capital Budget format**

No comments on format.

### **C. Capital Plan**

Capital budget items were discussed by the committee and highlighted timelines.

L Mills confirmed the HVAC project can be done before the roof. It is actually preferred to be done in this order.

## **III. Year End Foundation Returns**

### **A. Forms 990 & MA PC, Review**

The forms are straightforward, no questions.

L. Doherty made a motion to To approve the Form 990 and MA tax return forms.

D. Ford seconded the motion.

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

#### **IV. Finance**

##### **A. November Financials**

The committee agreed that things are on track. Looks good. No questions.

#### **V. Fiscal Policies & Policies**

##### **A. Fiscal Policies & Procedures**

R Kaplan to upload to Board on Trak for review.

#### **VI. Goals**

##### **A. Review of Goals**

As a committee, the FY 18 Goals were reviewed.

Goals;

Establish a 5-year capital plan for the facility: Maintain a safe secure environment that promotes learning.

Create a Foundation for Development Infrastructure Steps

Committee members per goal identified on hand out.

#### **VII. Closing Items**

##### **A. Adjourn Meeting**

L. Doherty made a motion to adjourn the meeting.

D. Ford 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 9:35 AM.

Respectfully Submitted,  
L. Doherty