

# Vida Charter School

## Finance Committee Meeting

**Date and Time**

Monday November 21, 2016 at 3:30 PM EST

**Location**

Eisenhower Bldg

**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>3:30 PM</b>
Opening items			
<b>A.</b> Record Attendance and Guests			
<b>B.</b> Call the Meeting to Order			
<b>C.</b> Approve Minutes	Approve Minutes	Josef Brandauer	5 m
Approve minutes for Finance Committee Meeting on October 20, 2016			
<b>II. New Business</b>			<b>3:35 PM</b>
<b>A.</b> Call to Public	FYI		5 m
<b>B.</b> Enrollment Report / Treasurer's Report / Monthly Business Report	FYI	Josef Brandauer	5 m
<b>C.</b> October Financials	Vote	Josef Brandauer	10 m
Please review and be ready to discuss. Please also ask any questions you may have.			
<b>D.</b> Keeping track of spending within budget categories	FYI	Kevin Corcoran	5 m
Kevin will lead a discussion on how to best help us assess spending within any given categories.			
<b>E.</b> Auditor Search	Discuss	Kevin Corcoran	5 m
Kevin Corcoran will suggest potential auditors.			
<b>III. Old Business/Updates</b>			<b>4:05 PM</b>
<b>A.</b> Marketing plan	Vote	Martha Davis	5 m

	Purpose	Presenter	Time
Martha will provide brief ideas (with a focus on financials) of her upcoming marketing plan.			
<b>B. Committee goals</b>	Vote	Josef Brandauer	5 m
The committee will finalize Finance committee goals and advance them to the full board. Previously mentioned were:			
<ul style="list-style-type: none"> <li>-Improve monthly reporting mechanism</li> <li>-Ensure compliance with open mtg law</li> <li>-Conduct/delegate annual board training on finance</li> <li>-Align dental insurance plan with other insurances</li> <li>-Oversee development of comprehensive compensation package</li> <li>-Develop 5 year financial forecast</li> <li>-Oversee completion of financial operations manual</li> <li>-Maintain annual committee calendar</li> </ul>			
<b>C. Budget conversation with teachers/staff</b>	Discuss		10 m
We will discuss our opportunities to communicate to teachers how they factor into the budgeting process by retaining and attracting students to Vida.			
<b>D. OKRs</b>	Discuss	Josef Brandauer	10 m
We will continue our 'goal setting' theme by discussing Finance committee and objectives/key results			
<b>E. Review finance committee calendar</b>	Discuss	Josef Brandauer	10 m
Committee will discuss the existing annual calendar			
<b>F. Credit card for Martha</b>	FYI	Martha Davis	2 m
Martha has had difficulty obtaining a Vida credit card in her name and will provide us an update on whether this was resolved.			
<b>G. Insurance rollover</b>	FYI		3 m
Naima will update us on consolidating insurance rollover dates for teachers and staff.			
<b>H. Federal compliance</b>	Discuss	Kevin Corcoran	10 m
Kevin Corcoran will update us on federal compliance issues.			
<b>IV. Looking Ahead</b>			<b>5:00 PM</b>
<b>A. upcoming</b>	Discuss	Josef Brandauer	5 m

**Purpose      Presenter      Time**

The committee will discuss upcoming tasks.

**V. Closing Items**

**5:05 PM**

**A.** Next meeting - December 19th @ 3:30

FYI

Josef  
Brandauer

5 m

**B.** Adjourn Meeting

Vote