

Vida Charter School

Finance Committee Meeting

Date and Time

Friday December 16, 2016 at 3:30 PM EST

Location

Vida Charter School - conference room

Agenda

	Purpose	Presenter	Time
I. Opening Items			3:30 PM
Opening Items			
A. Record Attendance and Guests			
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes	Josef Brandauer	5 m
Approve minutes for Finance Committee Meeting on November 21, 2016			
II. New Business			3:35 PM
Finance			
A. Call to Public	FYI		5 m
B. Enrollment Report/Treasurer's Report/Monthly Business Report	FYI	Josef Brandauer	5 m
Agenda Item Summary JBrandauer, NMcGowan, and MDavis will report on enrollment and other key factors. If possible, we will discuss how the new marketing plan is shaping enrollment.			
C. November Financials	Vote	Josef Brandauer	15 m
Please review November financials and be ready to discuss. Please also ask any questions you may have.			
D. Audit	FYI	Kevin Corcoran	5 m
KCorcoran will provide an update on the status of the ongoing audit.			
E. Reviewed/revised Financial procedures manual	FYI	Naima McGowan	5 m

	Purpose	Presenter	Time
NMcGowan and JBrandauer will provide a plan for revising and updating the financial procedures manual.			
F. Review contracts and termination dates/terms	Discuss	Naima McGowan	10 m
G. Review and Recommend Risk Management Strategy	Discuss	Martha Davis	10 m
H. Quickbooks	FYI	Martha Davis	5 m

Vida staff are trying to obtain a copy of Quickbooks to track our finances in real time. Martha will lead the discussion.

I. Allocation of marketing budget	Discuss	Martha Davis	5 m
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We will discuss whether we can create a budget item allocating the marketing plan.

III. Old Business/Updates

4:40 PM

A. Budget conversation with teachers/staff	Discuss		10 m
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JBrandauer, KCorcoran, and MDavis will report on progress regarding a conversation about budgets and salary equity with Vida teachers and staff.

B. Annual goals review	Discuss	Josef Brandauer	10 m
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The committee will review annual goals and discuss possible amendments

C. Insurance rollover	FYI	Naima McGowan	5 m
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NMcGowan will update us on whether the insurance rollover dates for teachers and staff has been finalized by signing the acknowledgment letter.

IV. Looking ahead

5:05 PM

A. Upcoming	Discuss	Josef Brandauer	5 m
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The committee will discuss upcoming tasks

V. Closing Items

5:10 PM

A. Next meeting - Jan 17, 3:30 - 5:00 PM	FYI	Josef Brandauer	2 m
B. Adjourn Meeting	Vote	Josef Brandauer	