


MEETING PLANNER/MINUTES			
Date Scheduled:	1.19.16		
Location:	WLA Front Office		
Meeting Time:	3:30 PM - 4:30 PM		
Meeting Title:	WLA Finance Committee Meeting		
Purpose:	Finance Oversight and Management		

Next Scheduled Meeting:			
Date Scheduled:	2.16.16		
Location:	WLA Front Office		
Meeting Time:	3:30 PM - 4:30 PM		
Group Leader:	Adamson	Recorder:	TBD
Group Members	Attended?		
Ben Adamson	Y		
Jeremiah Bass	N		
Judith Darling	Y		
Beck Kullman	Y		
Emily Mogren	Y		
Erin Laboy- Guest	Y		

AGENDA	Who?
Review December Financial Statements	Darling
Review feasibility to add data field to monthly check register to improve transaction visibility	Darling
Discuss PTA fund raising alignment and "area of focus"	Laboy, Group
Discuss process to complete 2015/2016 working budget for February BOD meeting	Adamson, Darling
Discuss credit card dispute from previous director (\$149.99) final status update- Kullman, Darling	Kullman, Darling
Discuss process to assign new check/bank signer	Darling
Discuss sale tax for fund raisers and other items for sale	Darling
Discuss and finalize our plan to gain compliance to the MN gift ban law MN statute 471.895 as it relates to before and after school care	Adamson, Kullman
Discuss pre-tax insurance adoption agreement	Kullman

DELEGATED TASKS	DATE	WHO?
<b>Last Meeting's Tasks:</b>		
<b>New Tasks:</b>		
Develop a list of preliminary needs for targeted fund raising with PTA.	2.16.16	Emily Mogren
Plan to invite Erin back in March to reconnect.	March	Ben Adamson
Becky to get verbage from Judith to clarify WLA on website for enrichment activities		Darling and Kullman
Need to resolve bank signer issue		Judith Darling
<b>Future Meeting Agenda Items</b>		
Present working budget to BOD Meeting- Feb 2016		
Status of Line of Credit Application and next steps- Darling		
Discuss Literacy Funds and Additional Staffing (on hold until after director hire)		
Schedule employee benefits review for March/April and include short term disability benefit evaluation; discuss this topic with Kelly Reitow, HR Manager- March/April		
MEETING NOTES:		
Complete		
Reviewing new formation for adoptions in February		
Gain alignment on formal "grants" to align PTA fund raising to school needs. PTA has more flexibility to invest funds. PTA money needs to benefit all students of the school. Scholarships for uniforms, extracurriculars, etc. Ideas for fundraising: science technology, gym equipment, play ground equipment, etc. Ideally we would align based on a need assessment with a new director. Need to look to the future. (furniture, future playground, etc.)		
We are aligned to complete working budget by February		
We have abonded this issue due to expired timeframe.		
For new signer(s), need to submit to bank copy of driver's license, SSN, current phone number and then go to Premier bank to sign form (give bank heads up so they can have paperwork ready). At that time, KEN needs to go in to remove both he and Dan as signers and add the new signer.		
Sales tax covered for price on misc items. Need to review spirit wear tax		
Discussed before and afterschool care program issue with Eugene Piccolo from MACS. Working toward one of two options. A. eliminate this practice which may result in the loss of a kids club instructor; B. modify employee contracts to offer this taxable benefit to all employees at a reduced rate. We are researching the practicality of this option. We are recommending a straight declaration to eliminate free before and after school care programs. This operational decision will be finalized over the next week. We will work towards a transition plan.		
Add to consent agenda for BOD meeting. Barbara will need to sign.- Becky K to follow up with		

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