ME	EETING PLANNER/M	NUTES		DELEGATED TASKS	DATE	WHO?
Date Scheduled:	1.19.16			Last Meeting's Tasks:		
Location:	WLA Front Office					
Meeting Time:	3:30 PM - 4:30 PM					
Meeting Title:	WLA Finance Committee Meetin	ģ				
Purpose:	Finance Oversight and Manager	nent				
				New Tasks:		
Next Scheduled Meeting:				Develop a list of preliminary needs for targeted fund raising with PTA.	2.16.16	Emily Mogren
Date Scheduled:	2.16.16			Plan to invite Erin back in March to reconnect.	March	Ben Adamson
Location:	WLA Front Office			Becky to get verbage from Judith to clarify WLA on website for enrichment activities		Darling and Kullman
Meeting Time:	3:30 PM - 4:30 PM			Need to resolve bank signer issue		Judith Darling
Group Leader:	Adamson Recorder:	TBD				
Group Members	Attended?					
Ben Adamson	woodbur			Future Meeting Agenda Items		
Jeremiah Bass	N NUUDBUR	I LEADERSD		Present working budget to BOD Meeting- Feb 2016		
Judith Darling	Y	Academy		Status of Line of Credit Application and next steps- Darling		
Beck Kullman	Y			Discuss Literacy Funds and Additional Staffing (on hold until after director hire)		
Emily Mogren Erin Laboy- Guest	Y		-	Schedule employee benefits review for March/April and include short term disability benefit evaluation; discuss this topic with Kelly Reitow, HR Manager- March/April		
	AGENDA	Who?		MEETING NOTES:		
Review December Financial Statements Darl				Complete		
Review feasibility register to impro	eck Darling		Reviewing new formation for adoptions in February			
Discuss PTA fund raising alignment and "area of focus" Laboy, Grou			up	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. (furnature, future playground, etc.)		
Discuss process to complete 2015/2016 working budget Adamson, for February BOD meeting Darling			۱,	We are aligned to complete working budget by February		
Discuss credit card dispute from previous director Kullman, (\$149.99) final status update- Kullman, Darling Darling			,	We have abonded this issue due to expired timeframe.		
Discuss process to assign new check/bank signer Darling				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.		
Discuss sale tax for fund raisers and other items for sale Darling				Sales tax covered for price on misc items. Need to review spirit wear tax		
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				Discussed before and afterschool care program issue with Eugene Picccolo from MACS. Working toward one of two options. A. eliminate this practice which may result in the loss of a kids club instructor; B. modifiy 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.		
MN gift ban law N		Kuiman				

Discuss parameters around 'items of value' for the purposes of the CSP grant inventory	Kullman	Need to define items of value for CSP grant. Becky will draft a proposal to be approved by the BOD targeting \$250 value for items. She will follow up with MDE and target consent agenda approval Planned for February BOD Meeting		
Discussion of proposed stipend for choir teacher, Kristen Rice	Kullman	We have lack of documentation on actual time worked, no time sheets, and no formal stipend agreement. Ben will talk to Board Chair regarding this issue.		
Discussion of compliance concerning the Scholastic magazine subscriptions for middle school	Kullmann, Mogren	Concerns regarding parent feeling required to pay for curriculum. We received negative feedback from two parents regarding this aproach. some of the issue related to lack of the use of core knowledge curriculum. We are now aware of this issue and have original documentation stating the payment was optional.		
Discuss the development of a motion to approve budget of up to \$3,000 for purchase of portable conference room sound equipment and request to Vice-Chair and treasurer to jointly identify purchase and put into use said equipment for the February 2016 board meeting.	Adamson via Flint	We wiill utilze CSP grant money to purchase is audio equipment. Justin Gehring, our technology consultant, can assist in the quoting and selection of these items. Becky will follow up with Michael and Justin.		
Discuss February Agenda Items	Group			
Enrichment activities as depicted on our website				