


MEETING PLANNER/MINUTES		
Date Scheduled:	2.16.16	
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:	3.8.16	
Location:	WLA Front Office	
Meeting Time:	3:30 PM - 4:30 PM	
Group Leader:	Adamson	Recorder: TBD
Group Members	Attended?	
Ben Adamson	y	
Darlah Krug	y	
Judith Darling	y	
Beck Kullman	n	
Emily Mogren	y	

AGENDA	Who?
Review Monthly Financial Statements	Darling, Group
Review Working Budget 2015-2016 School Year- present at next BOD meeting	Darling
Discuss line of credit application and next steps	Darling
Discuss process to assign new check/bank signer	Darling
Review \$5K invoice for approval	Kullman
Discuss parameters around 'items of value' for the purposes of the CSP grant inventory	Kullman
Discussion of proposed stipend for choir teacher, Kristen Rice	Krug
Becky to get verbiage from Judith to clarify language WLA on website for enrichment activities	Darling, Kullman
MAKE FINAL DECISION ON THE TOPIC: 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
Review list of preliminary WLA targeted needs for PTA fund raising	Mogren

DELEGATED TASKS	DATE	WHO?
Last Meeting's Tasks:		
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.	2.16.16	Ben Adamson
Becky to get verbiage from Judith to clarify WLA on website for enrichment activities	2.16.16	Judith and Becky
Need to resolve bank signer issue	2.16.16	Judith Darling
New Tasks:		
Need to extend meeting invites via Google calendar	3.1.16	Becky Kullman
Judith update working budget to include legal fees	3.1.16	Darling
include CSP grant inventory practice in finance update	3.1.16	Adamson
Future Meeting Agenda Items		
Schedule employee benefits review for March/April and include short term disability benefit evaluation; discuss this topic with Kelly Reitow, HR Manager- March/April	TBD	
Invite Erin Laboy back in March to reconnect with PTA	TBD	
Develop three year budget to support enrollment and growth strategies	TBD	
Review Teacher pay scale practices	3.8.16	Darlah Krug
MEETING NOTES:		
Reviewed check register; need to enroll three students to achieve 285 targeted enrollment (282 current enrollment). Enrollment needs to be defined for future practices.		
Reviewed, comments on the document; 100k fund balance on original is now 92.9K in proposed budget.		
Need a signed lease to receive approval to line of credit. Barabara and Darlah are developing a lease plan.		
Need director and board chair meet at bank to transfer signing priviledges; Premier Bank (in Walmart); Need Ken Thielman		
Linguist and Venum \$6100 general ed; legal fees. Add to working budget		
Discuss at next board meeting in finance update		
Request any additional proof or documentation regarding this request. Send Judith copy of the Ms Rice email. Looking into actual deposits. Ben to email Ms Rice to gather more information.		
Darah is working to organize enrichment activities for future school years. Plan to meet with Penny Swenson to discuss future plans.		
At this time we are going hold on this investment until better align to future financial needs.		
We reviewed list of ideas; Darlah to meet with PTA to discuss future topics.		

[illegible]