MEETING PLANNER/MINUTES			
Date Scheduled:	eduled: 3.8.16		
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:	4.19.16	
Location:	WLA Front Office	
Meeting Time:	3:30 PM - 4:30 PM	

Group Leader:	Adamson	Recorder:	TBD
Group Members	Attended?		
Ben Adamson	хх	WOODBURY = I	LEADERSHIP
Darlah Krug	x	A	cadeny
Judith Darling	xx	<u> </u>	0
Beck Kullman	x		
Emily Mogren	x		

AGENDA	Who?
Review monthly financial statements	Darling, Group
Discuss line of credit application and next steps	Darling
Discuss progress to assign new check/bank signer	Darling
Discussion of proposed stipend for choir teacher, Kristen Rice; Final Decision	Adamson
Discuss enrichment activities and next steps	Darling, Kullman
Review Data Access Request for Teacher Salaries	Darling, Krug
Review Data Access Request for Legal Fees	Darling, Adamson
Review Data Access Request for Oct Stipend for curriculum development	Mogren, Adamson
Discuss 2016-2017 school year budget containing planned enrollment numbers	Adamson, Darling, Krug
Discuss the billable usage of WLA copiers by the PTA; discuss status of usage, invoices, and payments	Adamson
Discuss 990 tax returns	Darling

DELEGATED TASKS	DATE	WHO?
Last Meeting's Tasks:		
Update working budget to include legal fees	2.20.16	Judith- COMPLETE
Extend meeting series	2.20.16	Becky- COMPELTE
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	3.8.16	Judith Darling
New Tasks:		
Add 990 to BOD approval meeting	3.15.16	Adamson
Complete check signer assignment process	3.31.16	Darling, Krug,
PTA copy inivoice	3.31.16	Kullman
Pay increase for kids club employee- consent agenda through fund four	3.31.16	Kullman
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- April/May	TBD	TBD
Invite Erin Laboy to April meeting to review PTA operating budget and fund raising	4.19.16	Adamson
	4.19.16	Darlah Krug
Develop three year budget to support enrollment and growth strategies	TBD	Committee

MEETING NOTES:

Completed review

awaiting a lease to be developed

Plan to assign Darlah and Barbara to be asigned check signers. Judith to notify them when the paperwork is ready. Targeted completed by end of March.

A stipend with not be paid due to the lack of a contract. Moving forward, these types of activities will be documented and formalized.

Plan to complete "up and coming" activities as long as vendors have insurance (yoga has been eliminated due to insurance gaps); investigating Active Solutions as a third party service for enrichment. Darlah to follow up with Active Solutions to review programs to include children with IEP's.

Data gathering is complete. Need to define protocol for final communication.

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Becky to send list of curriculum and dollars spent to Ben, Becky to locate Ms Juran timecard.

This work is underdevelopment for future meetings; will review enrollment plans impact to budget.

Becky to invoice PTA for copy fees to date; implement billing practices.

Special review of non-number items, schedule O; Ben and Darlah to review by BOD meeting; add to the agenda for BOD meeting for approval