


MEETING PLANNER/MINUTES				DELEGATED TASKS		DATE	WHO?
Date Scheduled:	3.8.16			Last Meeting's Tasks:			
Location:	WLA Front Office			Update working budget to include legal fees		2.20.16	Judith- COMPLETE
Meeting Time:	3:30 PM - 4:30 PM			Extend meeting series		2.20.16	Becky- COMPELTE
Meeting Title:	WLA Finance Committee Meeting			Becky to get verbiage from Judith to clarify WLA on website for enrichment activities		2.16.16	Judith and Becky
Purpose:	Finance Oversight and Management			Need to resolve bank signer issue		3.8.16	Judith Darling
Next Scheduled Meeting:							
Date Scheduled:	4.19.16			New Tasks:			
Location:	WLA Front Office			Add 990 to BOD approval meeting		3.15.16	Adamson
Meeting Time:	3:30 PM - 4:30 PM			Complete check signer assignment process		3.31.16	Darling, Krug,
Group Leader:	Adamson	Recorder:	TBD		PTA copy invoice	3.31.16	Kullman
Group Members	Attended?			Pay increase for kids club employee- consent agenda through fund four	3.31.16	Kullman	
Ben Adamson	x			Future Meeting Agenda Items			
Darlah Krug	x			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
Judith Darling	x			Invite Erin Laboy to April meeting to review PTA operating budget and fund raising		4.19.16	Adamson
Beck Kullman	x					4.19.16	Darlah Krug
Emily Mogren	x			Develop three year budget to support enrollment and growth strategies		TBD	Committee

[illegible]