


MEETING PLANNER/MINUTES				DELEGATED TASKS		DATE	WHO?
Date Scheduled:	4.19.16			<b>Last Meeting's Tasks:</b>			
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,
Meeting Title:	WLA Finance Committee Meeting			PTA copy invoice		3-31-16	Kullman
Purpose:	Finance Oversight and Management			Pay increase for kids club employee- consent agenda through fund four		3-31-16	Kullman
<b>Next Scheduled Meeting:</b>							
Date Scheduled:	5.17.16			<b>New Tasks:</b>			
Location:	WLA Front Office			Align with PTA on fund raising goal and plan			Krug and Laboy
Meeting Time:	3:30 PM - 4:30 PM			Finalize benefit offering for next school year; evaluate cost of "date of hire" start date for benefits			Kullman, Krug
Group Leader:	Adamson	Recorder:	TBD	Add budget approval to BOD meeting		DONE	Adamson
Group Members	Attended?			<b>Future Meeting Agenda Items</b>			
Ben Adamson	X						
Darlah Krug	X						
Judith Darling	X						
Beck Kullman	X						
Emily Mogren	X						
Erin Laboy	X						
Kelly Rietow	X						
Scott Holmes	X						
AGENDA			Who?	MEETING NOTES:			
Review monthly financial statements			Darling, Group	Overall finance look strong; good enrollment			
Discuss line of credit application and next steps			Darling	We should be able to finalized line of credit within three weeks as lease structure is defined.			
Discuss progress to assign new check/bank signer- review status			Darling	We are awaiting for Barbara Young to complete the application process. All other portions are complete.			
Discuss the billable usage of WLA copiers by the PTA; discuss status of usage, invoices, and payments- review status of payment			Adamson	Invoice is fully paid; monthly bills will be generated going forward.			
Discuss 2016-2017 school year budget containing planned enrollment numbers. Prepare to discuss this material at a upcoming BOD meeting.			Adamson, Darling, Krug	Add to BOD meeting for approval			
Discuss development of a long term three year budget containing estimated enrollment numbers and buidling estimates; possible work with Kue Vang (sp) on these estimates. Prepare to present this material at a public BOD meeting.			Adamson, Darling, Krug	See above			
Discuss benefits for 2016-2017 school year; align on scope for quoting			Kullman, Darling, Adamson	Estimates for renewal this fall; Actuals should be within small percentages of estimates; Same plan 7.5% increase; 13% for non HSA plan; \$500 deductible; 4th column 4% increase range; RX plus plan fifth option. Remove Mayo from all options and reduce 4%. Short Term \$5700 for 27 employees; \$1700 Long term kicks in after 90 days. Evaluate date of hire benefits enrollment. 3% increase for offering dental; additional options also included in packet; Blue Cross option may be worth considering as it includes RX. Enrollment date is August 2016. 15 current employees utilize health care benefits.			
Potential Item- review PTA financial goals- I did not reach out to PTA for invite; may need to push to May			Adamson	May 3rd next meeting; draft 2016-2017 budget; fund raising goals; June 30th.			

[illegible]