


MEETING PLANNER/MINUTES			DELEGATED TASKS	DATE	WHO?
Date Scheduled:	5.17.16		Last Meeting's Tasks:		
Location:	WLA Front Office		Align with PTA on fund raising goal and plan	5.17.16	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
Meeting Title:	WLA Finance Committee Meeting		Add budget approval to BOD meeting	DONE	Adamson
Purpose:	Finance Oversight and Management				
Next Scheduled Meeting:					
Date Scheduled:	6.21.16		New Tasks:		
Location:	WLA Front Office		Office Hours BOD approval	5.24.16 BOD MEETING	Krug
Meeting Time:	3:30 PM - 4:30 PM		Salary employee contracts BOD approval	5.24.16 BOD MEETING	Krug
Group Leader:	Adamson	Recorder:	TBD	BKDA contract BOD approval addition of 90 day out clause	5.24.16 BOD MEETING Adamson
Group Members	Attended?				
Ben Adamson	X				
Darlah Krug	X				
Judith Darling	X				
Beck Kullman	X				
Emily Mogren	X				
Erin Laboy	X				
AGENDA			MEETING NOTES:		
Review monthly financial statements	Who?	Darling, Group	Reviewed		
PTA financial discussion- general communication and alignment; (if Erin is available)		Krug, Laboy	PTA budget voted and approved. PTA not taking responsibility for large fund raising. PTA wants to focus on social events and community building. For large musical chair community event, 1/7th of funds will go to WLA. May need to create a capital campaign. PTA books close June 30th; reopen Sept 1st		
Discuss line of credit application and lease status including next steps		Darling	Still waiting for lease; awaiting lease agreement from Perpich center.		
Discuss progress to assign new check/bank signer- review status- is this complete? Final verification		Darling	Complete		
Review/discuss office hours proposal		Krug	Develop office hour proposal including coverage during school year and office hours during the summer. Create a proposal for BOD approval		
Review/discuss salary status for office employees; exempt versus not exempt		Krug	Discussed office hours, exempt versus non exempt, school calendar, and office contracts ; need to resolve in 7 days. Judith to pull similar salaries for like positions including hours worked.		
Give to the max spending review- June 30th deadline		Kullman	Surveyed employees, top votes were purchased and should arrive within the next two weeks. The money will be invested prior to the June 30th deadline.		
BDKA contract review		Group	Contract requesting 6% increase for next two years followed by 4% increase; add a 90 day out clause prior to the BOD meeting.		
MACS contract renewal		Group	Recommend MACS contract approval.		
Finance Committee Charge		Group	Bring to BOD meeting for approval		
Finalize 2016-2017 Benefits Offerring		Kullman, Krug	Includes short term disability benefits and aligns with contract start dates. Plan to bring summary to the BOD meeting for approval.		
Special Education Contracts		Krug	Special Education contracts; third party's that provide special education contracts. Discussed at our finance committee meeting and we are planning for these contracts to be approved at the BOD meeting.		