**ACES FINANCE COMMITTEE MEETING MINUTES**

**February 24, 2021 @ 9:00 a.m.**

**5736 Osuna Rd NE, Suite 11**

**Join Zoom Meeting - Meeting ID: 861 6232 9157 Passcode: 684198**

[**https://us02web.zoom.us/j/86162329157?pwd=VUZiNDB1Z0NXN0xCSGpCMjNmbXBWQT09**](https://us02web.zoom.us/j/86162329157?pwd=VUZiNDB1Z0NXN0xCSGpCMjNmbXBWQT09)

**Minutes**

**OPENING ACTIVITIES: Mark Tolley began the meeting at 9:01am**

**Approve Minutes from 11/18/2020** : Christy Takacs shared the minutes from the last meeting and called for questions. Mark Tolley called for a motion to approve the minutes. Michael Rodriguez moved to approve the minutes; Eric Ahner seconded the motion; motion passed unanimously

**Introduction of Attendees**: Alexandra Boyd, Erik Bose, Eric Ahner, Mark Tolley, Michael Rodriguez, Nancy Bangs, Christy Takacs, Sharon Myers

**ACTION ITEMS:**

**Receive Bank Reconciliation November 2020 through January 2021** : Christy Takacs led the discussion. Two items in specific – check lost in the mail to Power On which had to be replaced; and Christine Duncan had insufficient funds for a $15,000 check in January which was redeposited for February, which is causing the balance to be off. Additionally, there was a check to LDD for over $20,000; Casey Benavidez served as the second signer on the check. Christy Takacs called for questions – none asked.

**Receive P & L and Balance Sheet as of January 31, 2021** : Christy Takacs led the discussion. Christy shared the spreadsheet and made note of some of the more notable losses such as Substitute Services, Related Programs (due to COVID restrictions) and Administrative Costs. A comparison to last year at this time showed ACES in the positive $14,000. Christy Takacs called for questions – Eric Ahner asked how things will balance going forward. Christy Takacs indicated a positive outlook going forward with students returning to the school setting.

**Receive Disbursement Listing November 2020 through January 2021**: Christy Takacs shared the current credit statement. There was a finance fee charged in error which was then credited back to the account. Asked if there were any questions regarding the credit card purchases. No questions asked.

**Approve Executive Director Reimbursements** : Christy Takacs shared her reimbursements ($479.61) for committee approval. Christy noted that currently she was not traveling as much. Michael Rodriguez called for a motion to approve; Eric Ahner seconded; Mark Tolley called for a vote; motion passed unanimously.

Mark Tolley, Erik Bose and Eric Ahner left the meeting at 9:27am

**DISCUSSION ITEMS:**

Christy Takacs shared four positive actions which are in the works (in addition to adding 4 new members for a total of 87):

1. Market Place has the most potential to bring in additional funds. Market Place started when Bruce was a member, but those files were lost. Christy recovered the files and has been working to market new members with benefits. Interested businesses will be represented on the website and in the newsletter and will have access to charter leaders contact information.
2. Looking forward to an increase in Food Services and Substitute Services now that schools are resuming a level of in person learning.
3. Looking forward to charter leaders contacting ACES for services to use their CARES ACT funding,
4. Working on a new charter leader mentor program with Jenn Pena.

**Review Tasks of Trust and Finance Committee to be accomplished during the year**: Christy Takacs led the discussion on the committee’s timeline for completing tasks – suggesting that they wait until QuickBooks Enterprise is up and running prior to continue working on financial policies and procedures. Moving to the new platform will also allow for electronic signatures which is a needed new process. The transfer should be completed in the next few days. Christy Takacs called for questions - Michael Rodriguez asked how the financial data is saved. According to Christy, data is saved to the Cloud. It was also noted that the process for gathering signatures needs to improve.

**Additional Discussion**:

**Update on QuickBooks Online transfer to QuickBooks Enterprise**: Timeline shared by Christy Takacs.

**Current state of ACES and looking ahead**: Christy Takacs called for suggestions and ideas from the committee.

Michael Rodriguez wants to reduce the redundancy of information in the financial reports – that needs to be streamlined. Additionally, Michael likes the disbursement listing form.

Nancy Bangs likes the P&L statement and is concerned that too much manipulation might not present the real picture.

Alexandra Boyd always wants to see the uncleared checks when sharing reports.

**SET NEXT MEETING(S)**

May 26, 2021 at 9:00am – Virtual unless otherwise determined

**ADJOURN: Meeting adjourned at 9:45am**

**Finance Committee Members**

Mark Tolley, Committee Chair Eric Ahner, President Alexandra Boyd Erik Bose Michael Rodriguez

**Invited Attendees**

Christy Takacs, Executive Director Max Luft, Director of Procurement/Maintenance

Nancy Bangs, AP Lorrie DeLoach, AR Sharon Myers, Admin Asst.