

SAN JOSE CONSERVATION CORPS + CHARTER SCHOOL
Board of Directors - Finance Committee Meeting MINUTES
Monday, January 23, 2023

CALL TO ORDER (Time: 4:02 pm)

ROLL CALL (as noted below)

Board Members:

Staff:

P	Bedriye Usta (Treasurer), Chair	P	Kim Nguyen, Controller
P	Sandra Murillo (Past President)	P	Dorsey Moore, Executive Director
P	Alex Webb	A	Andrea Maes, Ed Development

Guest: Liz Hunt (Board President)

- I. **FOR APPROVAL: AGENDA**
 On a motion made by Sandra and seconded by Bedriye, the committee voted to approve the agenda.
 Vote: Aye from Bedriye and Sandra.
- II. **FOR APPROVAL: VIRTUAL MEETING**
 On a motion made by Sandra and seconded by Bedriye, the committee voted to meet virtually. Vote: Aye from Bedriye and Sandra.
- III. **FOR APPROVAL: MEETING MINUTES**
 The Committee did not approve the 11/29/2022 minutes.
- IV. **PUBLIC COMMENT**
 There were no public comments for items not on the agenda.
- V. **PUBLIC COMMENT**
 There were no public comments for items on the agenda.
- VI. **REVIEW & DISCUSSION**
 - A. **Recommend For approval November & December financials – CORPS.** Kim presented the financials for November and December for the Corps. Alex asked for the accounts receivable Aging Summary Report that Kim add the % that each time period represents at the bottom of the report. We have not been paid for City of San Jose Beautify SJ EOC Program because the contract has not yet been signed although we have been performing work on it since July. The City is very behind on processing contracts. The terms of the contract have already been pre-approved so there is a low risk that we won't get paid, and Dorsey will look into this. The City of San Jose Resilience Corps contract has been signed but they have asked us to submit for more documentation before they will issue a check. On a motion made by Alex and seconded by Sandra, the committee voted to recommend approval by the Board. Vote: Aye from Alex, Bedriye and Sandra.
 - B. **Recommend For approval November & December financials - Charter School.** Kim presented the financials for November and December for the Charter School. ADA is less than 130. In the original FY22-23 budget ADA was 135 but we reduced it to 130 when we did the interim budget in December. We are on target with expenses. Starting in February we will catch up with funding for ADA. On a motion made by Alex and seconded by Sandra, the committee voted to recommend approval by the Board. Vote: Aye from Alex, Bedriye and Sandra.
 - C. **Monthly Financial Report Template.** Kim will start using the new format for monthly financial reports that was created showing graphs and trendlines starting next month.
 - D. **Audit committee.** We still haven't received the financial audit from Eide & Bailey and do not have a date by which we will. Dorsey will request another extension to submit it from ESUHSD. Eide & Bailey is backed up on a lot of their audits. There were more audit changes that are needed which Kim sent to the auditors today, and we will likely need another meeting of the Audit Committee to review the 3 reports again to make sure everything is correct before sending it to the Board for approval.
 - E. **Compensation of Board members' Expenses.** The bylaws state that Board members will be

reimbursed for business expenses related to work they do on behalf of the Board, but we need to establish a procedure. We need to determine who will approve expenditures and then how Board members will be reimbursed. Liz will draft something and send it to committee members.

- II. **Next Finance Committee Meeting** – Tuesday, February 20, 2023. On a motion made by Alex and seconded by Sandra, the Committee voted to change the meeting date from Monday to Tuesday, and to hold the meeting virtually. Vote: Aye from Alex, Bedriye, and Sandra.

- VII. **ADJOURNMENT** (Time: 4:50 pm)