# NCSILC Executive Committee Minutes

# May 29, 2014 (10:00 – 10:12 AM)

In attendance: Keith Greenarch, Gloria Bellamy, Sandy McMillan, Ping Miller, Joshua Kaufman, Kay Miley, Will Miller (SILC office)

Keith opened the meeting at 10:00 and asked Will to introduce discussion of the SILC office budget.

## FY2015 Budget

Will: the SILC office needs to present a budget and scope of work to DVR by June 2 for FY2015 contracts. The committee is meeting today to discuss and vote on approval of the budget (see table below).

* A chart of the SILC office’s proposed budget for FY2015 was presented at the May 23 Executive Committee teleconference. $2400 has been added to the office rent cost center; the amount was deducted from staff travel ($800) and member travel ($1600).
* At the May 23 meeting, we discussed whether additional funding should be added to the SILC office budget in order to facilitate the transition to current year funding. I emailed a spreadsheet that illustrates how the transition to current year funds can occur by increasing funding to CILS and without an increase in the SILC office budget. We do not need to increase the FY2015 budget from $192,850 (the amount allocated to NCSILC in the SPIL) in order to make the transition.

Keith asked if there were any questions. Each member verified that he/she understood the budget.

Sandy moved to approve the SILC office’s FY2015 budget as presented.

Kay seconded the motion.

All members present voted in favor.

Meeting adjourned at 10:12 AM

Minutes by Will Miller

# Approved FY2015 SILC office Budget

|  |  |  |
| --- | --- | --- |
| **Cost Centers** | **FY2014 budget** | **FY2015 budget** |
| Salary/Wages | 83,384.15 | 83,384.00 |
| Fringe Benefits (federal and state income tax) | 6,380.63 | 6,380.00 |
| Accounting & Tax Services | 1,000.00 | 2,199.00 |
| Professional/Contractual Services | 4,515.27 | 4,125.00 |
| Office Supplies & Materials | 1,500.00 | 1,500.00 |
| Travel - Contractor Staff | 5,237.23 | 7,709.00 |
| Travel - Board Members Expense | 38,108.00 | 41,068.00 |
| Printing & Binding | 1,500.00 | 500.00 |
| Advertising & Promotion | 2,684.00 | 1,000.00 |
| Office rent | 19,796.00 | 20,392.00 |
| Telephone / IT Service | 9,500.00 | 10,020.00 |
| Equipment rental | 5,032.25 | 5,258.00 |
| Rent - other | 5,464.57 | 2,565.00 |
| Dues & Subscriptions | 864.00 | 675.00 |
| Insurance | 3,133.90 | 3,210.00 |
| Equipment - Office | 750.00 | 750.00 |
| Equipment - IT | 4,000.00 | 2,115.00 |
|  |  |  |
| **Total** | **192,850.00** | **192,850.00** |