

NC SILC

Finance Committee Meeting teleconference

June 19, 2017

Members present: Kimlyn Lambert, (Chair) Oshana Watkins, Helen Pase, Rene Cummins, and Keith Greenarch.

Members absent: Ping Miller

Staff present: Debbie Hippler and Freida Moore

The meeting was called to order by Kimlyn at 2:00 pm.

Review of the fiscal reports for the month of May 2017 was discussed. Freida reported that expenses for May were higher due to the full Council Meeting that took place during the month of May in Burlington, NC. Kimlyn asked for clarification for the expenses reported in the Accounting & Tax Services line item. Freida explained that direct deposit fees for payroll and the annual subscription fees for payroll services through Intuit are charged to this line item. Kimlyn asked about the charges in the Media/Communications line item. Freida explained that Worksmart is the company that takes care of our computer issues, email, and computer backups and Lineberry Marketing is the firm that redesigned the NCSILC Website. The expenditure in May was the final payment to them for this expense. Helen asked for the total costs to Lineberry Marketing for the new website. Debbie said it was \$5,000 which was much less than the original website design. Kimlyn commented that we seem to be on track with our line item expenses at the percentage that we should have had spent by this time frame. Frieda made the comment that a budget amendment would need to be done before the end of the fiscal year.

Kimlyn brought up for discussion the proposed contract with Julia Adams-Scheurich for \$5,000 to perform policy analyst duties for the NCSILC to obtain codification of the NCSILC. Freida pointed out that the funding for this contract would come from the contracted services line item. Debbie clarified that this contract is not for lobbying but is for performing duties as a policy analyst. Oshana would like for the contract to require a monthly report of deliverables along with the monthly invoice. The Finance Committee voted and approved the expenditure with the noted change of requiring a monthly report to be included with the monthly invoice. One abstention was recorded during the vote.

The next item for discussion was the addition to the current fiscal policies which Kimlyn drafted and emailed to the SILC Office and was sent to the policy committee for review. Kimlyn explained that the policy committee reviewed the policy and sent it out as being reviewed by the finance committee, but this was in error. So this policy is being reviewed today. This additional policy spells out procedures for dissemination of documents and viewing of documents. Kimlyn requested that the Finance Committee start sharing the Budget vs. Actual Report with the full Council at the NSILC Board Meetings. Kimlyn and Freida will work together to make this happen at future Board

Meetings. This policy does not replace the current fiscal policies already in place but is in addition to the current fiscal policies. This policy already was sent out by electronic vote to the all the members of the Council and was approved.

Debbie asked for approval of a payment request that she emailed to the Finance Committee. The amount is \$380.80 and is for a SILC Council member reimbursement and is the difference in the amount that the Council member reimbursement through the Commission for the Blind as compared to what she would receive from the SILC Reimbursement amount. Some council members serving on mandated councils/commissions as the SILC appointed representative, cannot afford to attend these meetings at the rate of reimbursement allowed by these councils/commissions (due to it being so low and doesn't even equal the federal GSA rate). The Executive Committee decided that these payments would be considered on a case by case basis. The Finance Committee voted and approved this additional payment with the condition that any board member receiving the additional funds would present a report to the NCSILC Council on the information gathered from this meeting.

Final comments and/or questions were called for by Kimlyn. The next NCSILC Finance Committee Teleconference will take place on Monday, July 17, 2017 at 2 pm.

With no further discussion the meeting was adjourned at 2:31 pm.

Respectfully submitted Freida Moore