

## Finance Committee Meeting teleconference

January 23, 2017

Members present: Kimlyn Lambert, (chair) Oshana Watkins, Helen Pase

Members absent: Ping Miller, Rene Cummins, Mark Steele

Staff present: Freida Moore,

The meeting was called to order by Kimlyn at 2:03pm

The minutes from the December 19, 2016 meeting was approved.

Review of the fiscal reports for the month of December 2016

Kimlyn had questions concerning the Budget vs. Actual Report – Percentage of Income received through December 30, 2016 is showing 34.8% for the period of one quarter of the fiscal year. Freida explained that we received an advance in October in addition to receiving our monthly reimbursements which causes the income level to be higher than 25%. When you look at the total expenses for the quarter, it is at 25.6%. A question concerning the budgets for the different conferences within the travel line items was discussed. The GREAT Conference only has a budget of \$100 yet expenses are \$994.76. Freida explained that the actual budget for VR is not broken down by the individual conferences. The VR budget has a total travel budget for staff and a total travel budget for Board Members so as long as we are within that total budget for travel, we do not need to revise the budget. Helen Pase asked for more information regarding the amount expended for salaries during December. Freida reminded them of the approval by the Finance Committee to pay Debbie for excess vacation time so she would have only 80 hours to carry over into calendar year 2017.

Freida explained to the Finance Committee that the NCSILC needs to purchase new telephones capable of VOIP (voice over internet protocol) in order to receive the discount rate for phone and internet service. Without switching from analog to VOIP, the monthly rate would be over \$500 per month. Oshana Watkins made the motion that the Finance Committee approve the purchase of new phones and Helen Pase seconded the motion.

Final comments were called for.

Meeting was adjourned at 2:45 pm

The next meeting will be Monday, February 27 at 2:00pm

*Respectfully submitted Freida Moore*