



## **ECASB Budget/Finance/ - DRAFT Minutes**

**Agenda—January 7, 2021**

**Virtual Meeting via Zoom**

**6:30 PM – 8:00 PM**

**In Attendance:** Treasurer James McDermott (Maryvale UFSD), Past President Chuck Specht (Iroquois CSD), Mark Smith (Amherst CSD), Terrance Heard (Buffalo PS District), Carol Kiripolsky (Cheektowaga CSD), Jeffrey Stewart (Cheektowaga-Sloan UFSD), Andy Loeb (Erie 1 BOCES), Jim Hotnich (Gowanda CSD), Thomas Flynn (Hamburg CSD), Dr. Thomas Reigstad (Ken-Ton UFSD), Dr. Christine Gray-Tinnesz (Orchard Park CSD), Amy Battaglia (Sweet Home CSD), Kristin Schmutzler (Tonawanda City SD), Mark Mecca (Williamsville), Dr. Jill O'Malley ( ECASB Associate Director), and Dave Lowrey (ECASB Executive Director).

- I. Call to Order by ECASB Treasurer /Pledge of Allegiance **Called to order 6:30 PM**
- II. Approval of Minutes from October 2020 (Sent previously) **1<sup>st</sup>: Chuck Specht, 2<sup>nd</sup> Jim Hotnich; MCU**
- III. Financial Reports & Discussion **Dave walked through the documents provided to the committee. Andy Loeb thought that clarifying the \$7500 expenditure for “event assistant” to have it be more specific. Question was also asked if we explored other payroll companies. Dave said yes and they were not interested in an organization our size. Tom Flynn asked if quarterly costs for copier includes toner and paper. Dave: Toner yes, paper no. James asked about cutting travel down...will we remember to bump it up next budget cycle. Dave did not see a problem with this. The budget was created to reflect anticipated actual expenses. If we need to increase travel in next year’s budget, then we should increase it in that year. Andy Loeb: Do we have liability insurance for board of directors? Ryan: The amount allocated can be found in the line item 5060. James asked if we should be going through each line item. Dave indicated that we could do whatever the committee wanted to do. In the past, we have gone line by line because there were often many questions. Jim Hotnich requested we review the high points...James suggested going over just the major changes. Discussion took place about investment potentials.**
  - a. Financial Statements – **There were no questions about any of the financial statements as presented.**
  - b. Financial Control Document – Report/Update – **Dave will review the document and make any changes to reflect the changes that we have within the office operations as they are different from when we had a full-time bookkeeper.**
  - c. EFPR Review/Oversight Review - **Mark Mecca commented he was happy with the report and pointed out that ECASB was able to reduce expenses to match reduction in income due to a lack of programs during the COVID shut down. Mark served on the Oversight Review Team.**
  - d. First Draft of 2021 – 2022 ECASB Budget **Andy made a motion to accept draft budget with changes discussed. 2<sup>nd</sup>: Jim Hotnich. MCU. Because the motion to accept the draft budget was approved, it can move now to the Executive Board for their approval and then onto the Delegate Assembly for the final approval.**
- IV. Executive Director Report
  - a. Program Update – **Dave stated that programs for the most part would be virtual. Andy Loeb asked how much time would be needed to transition to an in-person meeting. Dave indicated about three**

weeks, primarily due to registration procedures. Andy wanted to know if the annual dinner would be an in-person event. Dave indicated that it is still too early to make that determination. Dave indicated that he was meeting with Laura Pless from the WNYESC and the Law Planning Committee to determine what our options would be for conducting the Law Conference. The meeting is scheduled for Tuesday, January 12, 2021

- b. Payroll Company Change – As per above. The change should save us money and give us greater control.
  - c. By Laws Committee – Meeting on the 14<sup>th</sup> to begin reviewing the current by laws.
- V. Treasurers Comments James offered a question to the committee in lieu of the round table: Does your board question expenditures at your own board meeting? If not, is it because they are unsure about what to question and should we offer classes? Chuck Specht said “Yes, I do question expenditures, and will often contact the Superintendent directly before the meeting. If it is a question that other board members may have a question about, the Superintendent will make a point to address it during the board meeting”. Andy Loeb thought there would be some benefit to additional training to help board members with our financial duties. Tom Flynn agreed that there probably should be additional training, however he also said that there may not be interest from some of our members. He said that he will also ask questions about expenditures. Terrance Heard brought up how the BPS is a little different with having 6 different subdistricts within the City. Tom Flynn/Mark Mecca discussed special projects training. Terrance Heard asked if ECASB has ever considered grant writers. Dr. O’Malley pointed out that often grants are for new projects and generally do not cover costs for existing programs, that being said, we would need to look at new types of programs. Dave will get together with James McDermott to look at possible “mini finance workshops” for next year. Dave is in the process of working on the calendar for 2021-2022 that he will present to the Board of Directors at the meeting on the 28<sup>th</sup> of January.
- VI. Motion to Adjourn – 1<sup>st</sup> Jim Hotnich, 2<sup>nd</sup>: Mark Mecca. MCU Adjourned 7:51 PM

Next Meeting: February 11, 2021; 6:30 pm – 8:00 pm (If needed)