

Finance Committee Meeting August 2024

Hi everyone,

I've finally had a chance to look at the documents. I have a couple of questions, but not many, because the dashboards and your notes below are very clear.

- The large amount that is coded as "Government" in June (\$168K) – was that for multiple months? Or for something new? I know I've said this before, but it might be clearer to users if the income that you know you've earned in each month is listed on the dashboard in that month, rather than when received. That would mean you're using accrual or modified accrual rather than cash basis for earned income.
 - Yes, multiple months. We received an additional lump-sum of Commerce funding at the end of the year that other DRCs did not use that we applied for.
 - Thanks for your suggestion. I will keep your concern about presentation in mind as I move forward. My approach is "stability" right now and I plan to keep everything the same as I settle into the role and change/modify later.
- All of your "contributions" categories are reporting under budget YTD. Do you have any concerns about that for this year, and contingency plans if it doesn't turn around? I do know that the end of the year is when individual contributions typically ramp up.
 - Yes and no. This seasonality is expected, but we are also doing everything we can (like applying for the extra Commerce funding) for contingency planning. We are also making up for it in other areas of revenue (training).
- I always look at Personnel Expenses closely, because as you know it's almost 80% of total expenses. Through July (58% of the year) you've spent 58% of your personnel budget, so that looks good. Just curious – Elizabeth, are they planning to replace your former position?
 - We are spending more on personnel than planned due to some overtime expenses that were not budgeted for and a small mis-budgeting error to start.
 - I do not plan to replace my former position as AD because I need more flexibility to meet the moment. Logan took on some of those responsibilities in his new role as Program Director, and I have carried the rest of the AD responsibilities with me as ED, which is where they were before I took on that role.

That's it from me. Thank you,

Diane Perry

From: Elizabeth Drake <edrake@mediatethurston.org>

Sent: Wednesday, August 7, 2024 1:58 PM

To: djavatar@icloud.com

Cc: Jennifer Miller <jmiller@mediatethurston.org>; Diane Perry <DianeCPerry@msn.com>

Subject: RE: DRC finance committee

Diane,

Attached is the Financial Dash for July. I'm also including June's which has not yet been shared with the full board since they did not meet in July.

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Here are some areas to note:

- We have not yet received our Commerce funding for July, which largely makes up for the deficit this month.
- The July reserves are June figures, as noted. I should have online access soon to pull the information, but the figures are essentially the same as June.
- We are inching or already over-budget on Business Expenses and Supplies. Some of this is due to increased expenses overall; some is partly an error in budgeting (not including expenses we should have included); and some of this is because we made a large print order for 40-hour manuals, which is an expense that doesn't happen frequently (every few years).
- Fingers crossed....we are in the process of working with the Department of Natural Resources on a proposal for a strategic planning facilitation. If we get the contract, we'll make our budget goal for the year in one fell-swoop!

Please email me with any questions you have or give me a call. I'm at my desk until 5 p.m. today before I head into a strategic planning committee meeting.

Thank you!

Elizabeth K. Drake, Ph.D. | *Executive Director*

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From: Deborah Jayne <djavatar@icloud.com>

Sent: Wednesday, August 7, 2024 12:35 PM

To: Elizabeth Drake <edrake@mediatethurston.org>

Cc: Jennifer Miller <jmiller@mediatethurston.org>; Diane Perry <DianeCPerry@msn.com>

Subject: Re: DRC finance committee

Thank you Diane for reminding us we have a Finance committee that does need to do its job! As Elizabeth said, we are in the process of nominating a new executive team that will be voted on at the September meeting And begin their leadership duties October 1st. We will also be confirming our committee leaders. I have personally recruited a person from the board who agreed to be the treasurer. He cannot formally start until he is voted in by the whole board.

That said, I agree with Elizabeth's suggestion to have you look the reports over, clarify your questions with Jennifer and Elizabeth. If there are irregularities that I should be aware of, I will also review data. I rotate off the board the end of September after serving my maximum time on the board. I will help with the transition for a smooth handoff with committees and roles.

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Deborah
Sent from my iPad

On Aug 6, 2024, at 17:13, Elizabeth Drake <edrake@mediatethurston.org> wrote:

Hi Diane,

Thanks for being on-the-ball.

I propose that we cancel this meeting based on the multitude of transitions happening right now, including myself in this new role and Board members too. Would it work for this quarter if we worked over email? I can send the Dash out tomorrow and then I'd be happy to talk with you about any questions you may have, Diane.

Let me know your thoughts.
Thank you,

Elizabeth K. Drake, Ph.D. | *Executive Director*
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From: Jennifer Miller <jmiller@mediatethurston.org>
Sent: Tuesday, August 6, 2024 3:55 PM
To: Diane Perry <DianeCPerry@msn.com>
Cc: Elizabeth Drake <edrake@mediatethurston.org>
Subject: RE: DRC finance committee

Hi, Diane –

Elizabeth's in a meeting now. She or I will get back to you as soon as we have had a chance to check in about this, okay?

Cheers –

Jennifer Miller
Business Manager
Dispute Resolution Center of Thurston County
P.O. Box 6184 Olympia, WA 98507

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From: Diane Perry <DianeCPerry@msn.com>

Sent: Tuesday, August 6, 2024 3:52 PM

To: Jennifer Miller <jmiller@mediatethurston.org>; Elizabeth Drake <edrake@mediatethurston.org>

Subject: DRC finance committee

I have a 4:00 DRC finance committee meeting on my calendar this Thursday, August 8. However, I now have a PT appointment at 4:35 that afternoon as well.

If there still a meeting planned for this week? If so, can it be moved to earlier? I don't know whether Deborah is still acting as Treasurer, and with Jody's departure, wasn't sure who all to address this to.

Thanks,

Diane