**FINANCE COMMITTEE MEETING MINUTES**

**NOVEMBER 18, 2021**

**AMENDED NOVEMBER 30, 2021**

**4-5pm**

**Members Present: Kevin, Jennifer, Diane, Alicia, Curt, Jody, Mickey, Deborah**

1. **Review action items from last meeting August 12, 2021: Deborah**
   1. **ONGOING: Update on progress of Audit Review: Jennifer and Jody**
      1. *Jennifer reported that the 990 form for tax submission was completed and submitted. She also updated the group on the following points re: audit process: she has submitted required documents to Lindley accounting and is waiting to hear about next steps. Deborah asked how often this audit process should be completed going forward. Jody suggested every 2-3 years at least due to the desire by foundation funding sources need to know how their investments are being managed. This is a key piece of information potential investors and grantors consider in making future decisions which is an essential source of funding for the DRC.*
      2. *Alicia raised the point about adding internal checks and balances, systems and processes to enhance monitoring allowing for more rapid response to any deviations.*
      3. **FOLLOW UP ACTION: Evaluate and establish internal mechanisms, systems, and processes for doing checks and balances on audit topics on timelines appropriate for the DRC.**
   2. **Capacity Building Campaign Update: Jody**

**ONGOING: Will keep item on agenda as will remain active for the next 2 years.**

*i. Jody reported individual giving is on track for 2021 towards the $125,000 goal with a one last year end appeal. Allocations from the state are above goal. Campaigns for 2022 includes an Attorney’s campaign, increasing board member donations, and a public information campaign.*

1. **Review 2022 DRC Budget Summary and consider recommendation for approval**
   1. **Review the summary sent by Jody on retreat day 11.11.21**
   2. **Discuss any questions arising from your review**

***i.*** *Jody modified the 2022 budget proposal to reflect the inclusion of utilities ($4,000). Also noted was that now employee salaries make up 84% in 2021. The 2022 budget includes addressing the market level adjustments required to bring staff salaries in alignment for 2022. At minimum, everyone will get at least 10% raise, with a few positions receiving greater amounts if they are managers and/or program leaders.*

***ii.*** *Jody also pointed out the need to leverage our grants to transition to the time when we need to fund those dollars internally in the next year or two. In the meantime, the DRC will continue to apply for grants as part of the ongoing sustainability strategy for the DRC.*

**ACTION: FINANCE COMMITTEE RECOMMENDED APPROVAL OF PRPOPOSED 2022 DRC BUDGET.**

1. **Transition Plan for Curt as new Treasurer 2022**
   1. *Deborah reviewed the process of transfer of the Board Treasurer role to Curt. Jody will confirm the last board minutes reflect the election of new officers and will sign those minutes, making sure both first and last names are present.*
   2. *Curt and Deborah will meet together with Oly Fed representative to complete the sign over process, hopefully first week in December, 2021.*
   3. *Deborah also reported that a new checkbook with pre-printed DRC specific information is on the checks and deposit slips and will be available in 1-2 weeks, sent to the DRC directly.*
2. **Other Business from the team and Adjourn: Team**
   1. *Jody confirmed that Candace Wood is replacing Poppy as the DRC’s new CPA.*
   2. *Diane requested financials for review since she is not part of the board and appreciates staying informed.*
   3. *Jody discussed an issue involving the DRC leaser failing to include charging for utilities for the past 3 years of the lease, amounting to $15,000. Jody will be following up with board Exec members and proposing a strategy to address the past and current utilities requirements.*
   4. *Per Bob’s recommendation at the staff/Board retreat, Mickey and Deborah reviewed the draft ideas from the strategic plan to find a program/idea to add to the budget for 2022. The topics of de-escalation training, partnering in local communities to assist with grievance and equity concerns, and evaluating the feasibility of expanding facilitation services were targeted for further investigation as they are all topics that provide additional revenue for DRC.* 
      1. **FOLLOW UP ACTION: Jody will identify where in the 2022 strategic plan these ideas can be a placeholder for planning.**

**Respectfully,**

**Deborah Jayne**

**DRC Board Treasurer**