

MINUTES
FINANCE COMMITTEE MEETING

June 16, 2011

Present: Jerry Smyder, Dale Wexell, Denise King, Judy Cross, Rusty Wigg, and Ruth Sprague

We reviewed the Purchasing Policy. Two sentences were changed. Jerry will e-mail the latest draft to all members of the Policy and Finance Committees.

We looked over insurance policies to see current coverage and how much and quickly determined that we needed professional help. Rusty will call Perry and Carroll and set up a meeting for July 28. At that time, our agent will explain the various kinds of policies and what they cover. We also need to determine if we have the right amount of coverage on existing policies and if we need other coverage.

We are meeting with the Advocacy Committee next Tuesday at 1:30 to discuss the costs of printing the STLS brochure. They will have quotes from several printers by then.

Respectfully submitted,

Ruth Sprague

MINUTES
FINANCE COMMITTEE MEETING

June 8, 2011

Present: Bonnie Weber, Sherry Collins, Judy Cross, Denise King, Dale Wexell, Jerry Smyder, Linda Lewis, Rusty Wigg, Ruth Sprague, and Kathy Stickler, Partner of Mengel, Metzger, and Barr (Auditors)

Kathy Stickler presented the preliminary draft of the STLS audit for our review and discussion. STLS received a clean opinion. The auditors will continue to work with our Business Manager, Linda Lewis in preparing for the yearly audits.

Kathy commented that Linda needs more confidence in herself, but that she did an excellent job.

Committee members discussed the procedures for trustee audit of purchase orders and bills prior to checks being printed and signed. In addition, Sherry documented the steps in the STLS process for expending funds, from getting a purchase order approved through seeing that payment has been mailed.

The Advocacy Committee has finished their brochure and will contact several sources for printing costs. They will report to the Finance Committee next week.

We will meet next week on Thursday, June 16 to discuss the final draft of the purchasing policy and obtaining quotes on STLS insurance package.

Respectfully submitted,

Ruth Sprague