

# CMES Finance Committee Agenda and Minutes

February 16, 2023 (2-3pm)

Present:

CMES: Jean Melancon, Julaine Roffers-Agarwal, Chris Bewell, Alyssa Schwartz, Tyler Bouwens

Dieci Finance: Joe Aliperto, Christine Reed

## Agenda (Minutes in blue)

- 1) Review January statements
  - a) Reviewed statements - ready for board approval
- 2) Review any donations received for previous month
  - a) There was 1 donation for \$100.
- 3) Review proposed revised budget
  - a) Some adjustments were made to the revised budget and it's ready for board approval at the Feb meeting.
- 4) Other Items Discussed
  - a) Update on research to consider banking with Northeast
    - i) Chris and Jean are discussing with Northeast to determine how our banking activities could be streamlined by doing all our banking with NE rather than doing some banking with Sunrise and some with NE.
    - ii) Northeast is preparing a packet for our review which should be available next week.
    - iii) Chris/Jean will present the NE proposal to the finance committee at our next meeting.
  - b) Discussion/review of all expenses for possible 3<sup>rd</sup> LE classroom
    - i) In preparation for the Feb 25<sup>th</sup> board retreat, Jean is working with Joe/Christine to determine all the annual reoccurring expenses and one-time start-up expenses.
    - ii) Additional items added for consideration and/or costing out include:
      - (1) Any space available at MCM would need remodeling. Currently MCM is space constrained. If we needed to lease from the Hmong church, remodeling would need to be considered.
      - (2) If we had a relatively new Guide, they would need mentoring
      - (3) As the LE classroom was starting and with limited children, an assistant could possibly be set up for PT work. Use of a Para is dependent on any IEP's.
      - (4) Currently the specialists are at capacity. Finding reading specialists are challenging.
      - (5) Busing may be impacted depending on the number of overall children requiring busing which may require an additional bus.
      - (6) Food budget will be impacted
      - (7) We need to check if we're at maximum allowed capacity for the current rest rooms.