



**Minutes**  
**Cultural Council of Greater Jacksonville**  
**Finance Committee Meeting**  
Wednesday, June 3, 2020  
2:00 PM - 4:00 PM ET

**Committee Members Present:** Lisa Moore, Ann Carey, Kirsten Doolittle, Kemal Gasper

**City Council Liaison:** Michael Boylan

**Staff Present:** Joy Young, Megan Reid

**Guests:** Dawn Brady and Talitha Mitchner, *Essential Bookkeeping Solutions*

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**A. Call to Order**

Lisa Moore called the meeting to order at 2:04 PM with a quorum present.

**B. Review and Approval of Minutes**

Ann Carey made a motion to approve the minutes, Lisa Moore seconded the motion. All were in favor, the motion passed unanimously.

**C. Review Budget**

The executive director spoke through the April 2020 budget dashboard income, expenses, and net income and noted that April's reports still represent the original budget; the new budget, along with PPP funding, will be represented in May's financial reports. The committee discussed the current fiscal state.

Dawn Brady of Essential Bookkeeping Solutions spoke through the Statement of Financial Position included in the Business Intelligence Report. She compared year over year top 10 expenses. The committee discussed IT services as a possible area of savings for the next budget year. Additionally, Dawn reviewed month-end reporting and the committee discussed. It was also discussed that work will begin in the near future on the FY20-21 budget and it will be ready for adoption at the October 2020 board meeting.

**D. Other Business**

The executive director stated she is submitting an RFP for auditors and bookkeeping services and that she is working on a finance procedure handbook for continuity of operations. RFPs have been requested from Dave V. John, Abare (recommendation from Lisa Moore), and Linda Forde for audit services and Kaneka Jackson, Cindy Monk, and Shari Shuman for financial services. Kirsten Doolittle joined the meeting at the end of this conversation.

**E. Public Comment**

The floor was opened for public comment, no comment was made.

**F. Closing**

Lisa Moore made a motion to adjourn the meeting, Ann Carey seconded the motion. All were in favor, the motion passed unanimously. The meeting was adjourned at 2:48 PM.