



**Cultural Council**  
OF GREATER JACKSONVILLE

*Enriching life in Northeast Florida by investing in Arts and Culture*

**Finance Committee Minutes**  
**January 9, 2020**  
**Times Union Center for the Performing Arts**  
**300 W. Water St., Suite 201**  
**Jacksonville, FL 32205**

**Board Members Present**

Lisa Moore (Chair), Kemal Gasper, Ann Carey, Kirsten Doolittle, and Jannet Walker Ford

**Staff**

Joy Young, Megan Reid, Glenn Weiss

**Guest**

Dawn Brady and Talitha Mitchner of Essential Bookkeeping Solutions (EBS), Steve Patterson of the Times Union

**Call to Order**

The meeting was brought to order by 9:43 a.m. with a quorum present.

**Review and Approval to Minutes**

Ann Carey made a motion to approve the minutes with an edit to the date, Kemal Gasper seconded the motion.

**Finance Department Updates and Report from Essential Bookkeeping Solutions (EBS)**

The executive director has been working with updating the budget for the budget year. Ms. Brady of Essential Bookkeeping Solutions, (EBS), reported that they have been working on the chart of accounts.

The executive director gave an update from the auditor. They and spoken and the executive director would like to sign the management representation letter. The finance committee followed with a discussion. Lisa Moore made a motion to approve the executive director's signature of the management report, Kirsten Doolittle seconded the motion.

**2019-2020 Approved Budget**

Dawn Brady of Essential Bookkeeping Solutions gave everyone a copy of the new budget reports. Ms. Brady spoke to the new presentation of the budget. The committee was not in a position to approve due to the timing and more time is needed to review.

The Cultural Council of Greater Jacksonville is continuing to remove and update bank accounts. VyStar Credit Union is needing more information and motions made in order to allow the Cultural Council of Greater Jacksonville access.

Committee Chair Moore made a motion to remove Scott Wooten, Antonio Allegretti, Sarah Chau, and Franklin Danley from Vystar Credit Union Checking and Savings account numbers XXXXXXXXXXXX and XXXXXXXXXXXX and to add Joy Young, Amy Palmer, Ann Carey Lisa Moore, Jannet Walker Ford, Kemal Gasper, and Kirsten Doolittle as beneficial owners and to remove any other staff. Ann Carey seconded the motion.

Lisa Moore reviewed the suggested edits to Finance Policies and Procedures.

### **Other Business**

The committee reviewed proposals for contracted services.

Lisa Moore entertained the motion to continue with Essential Bookkeeping Solutions to continue internal accounting and payroll services, Ann Carey made the motion, Kirsten Doolittle seconded the motion.

The Director of Public Art spoke with finance committee to negotiate signed contracts in the future. The committee led a discussion and the director was given approval to proceed.

Committee Chair Moore gave a recommendation for a sub committee for strategic planning, and asked Kirsten Doolittle to lead. It should be staff driven.

The public was asked for comment, no comments were made.

### **Approved Motions by the Finance Committee**

Ann Carey made a motion to approve the minutes with an edit to the date, Kemal Gasper seconded the motion.

Lisa Moore made a motion to approve the executive director's signature of the management report, Kirsten Doolittle seconded the motion.

Committee Chair Moore made a motion to remove Scott Wooten, Antonio Allegretti, Sarah Chau, Franklin Danley from Vystar Credit Union Checking and Savings account numbers XXXXXXXXXXXX and XXXXXXXXXXXX and to add Joy Young, Amy Palmer, Ann Carey Lisa Moore, Jannet Walker Ford, Kemal Gasper, and Kirsten Doolittle as beneficial owners and to remove any other staff. Ann Carey seconded the motion.

Ann Carey made the motion to continue with Essential Bookkeeping Solutions to continue internal accounting and payroll services; Kirsten Doolittle seconded the motion.

Ann Carey moved to adjourn the meeting; Committee Chair Moore seconded the motion.

**Closing**

Ann Carey moved to adjourn the meeting; Committee Chair Moore seconded the motion. The meeting was adjourned at 11:47 a.m.