



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 had 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 XXXXXXXXXX and XXXXXXXXXX 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 XXXXXXXXXX and XXXXXXXXXX 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.