



**Cultural Council**  
OF GREATER JACKSONVILLE

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

**Finance Committee Minutes**

**December 13, 2019**

**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, and Jannet Walker Ford

**Staff**

Joy Young, Megan Reid

**Guest**

Dawn Brady, Essential Bookkeeping Solutions (EBS)

**Call to Order**

The meeting was brought to order by Lisa Moore at 8:37 a.m. with a quorum present.

**Review and Approval to Minutes**

Ann Carey added that she would like an edit to the previous minutes. Lisa Moore made a motion to approve the minutes with edits, Kemal Gasper seconded the motion.

**Other Business**

The executive director gave updates regarding banking. Vystar required additional motions to remove and add individuals to system.

Ann Carey made the motion to remove Scott Wooten and Franklin Danley effective immediately, then to add Joy Young, Lisa Moore, and Jannet Walker Ford. Kemal Gasper seconded the motion.

The next steps are to get signature cards for the bank.

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

Ms. Brady of Essential Bookkeeping Solutions, (EBS), reported that they have reviewed the financials, and that it does not agree with the draft audit. The income does agree to the expenses. The executive director and the director of public art have reviewed and come to this

same conclusion as well. EBS has reached out to the auditor to ask what document the auditor is drawing the numbers from, to adjust the audit, and ask additional questions. It continues to be clear there are discrepancies between the audit and reports; more work needs to be done to bring resolution.

Lisa Moore asked there to be proposal options for auditors; there should be 2-3 proposals every few years. She would like proposals for auditors and payroll services.

### **2019-2020 Draft Budget**

Dawn Brady from Essential Bookkeeping Solutions has provided a restructured budget. Jannet Walker Ford asked for further discussion to clarify the numbers from the budget report. The executive director spoke through each line item on the budget. The committee spoke to increase the marketing budget and offset expenses for lunches and travel. Jannet Walker Ford recommended to include a contingency fund.

The executive director spoke to doing a broader economic impact study and bringing in Americans for the Arts. Lisa Moore would like a chart for progress.

Lisa Moore made a motion to approve the draft budget with edits, Ann Carey seconded the motion.

### **Future Finance Committee Meetings**

Jannet Walker Ford would like a list of committees and members brought to the next board meeting to encourage board participation. The next finance meetings were agreed to be as follows:

January 9th at 9:30 a.m. - 11:30 a.m.

February 6th at 9:30 a.m. - 11:30 a.m.

March 5th at 9:30 a.m. -11:30 a.m.

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

Ann Carey added that she would like an edit to the previous minutes. Lisa Moore made a motion to approve the minutes with edits, Kemal Gasper seconded the motion.

Ann Carey made the motion to remove Scott Wooten and Franklin Danley effective immediately, then to add Joy Young, Lisa Moore, and Jannet Walker Ford. Kemal Gasper seconded the motion.

Lisa Moore made a motion to approve the draft budget with edits, Ann Carey seconded the motion.

### **Closing**

The meeting was adjourned at 10:30am.