



Annual Meeting 2019

Finance Committee

Meeting Minutes

July 25, 2019 11:00 A.M.

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Committee Chair Pam Dullum called the meeting to order at 11:05 a.m.

I. Attendance:

a. Committee Members

Pam Dullum (Treasurer)
William Good (Vice Chair)
Michael Emmer

Paul Mattingly
Tanya Matthews

b. Visitors

Cheryl Goodale, ACCE Chair
Steve Nellis, ACCE President

Mike Jackson
Wayne Sheppard
Joy Svoboda

c. Committee Members absent

Mikael Anderson
Dan Belcher
Heather Gay
Chris Gordon

James Jones
Tarek Mahfouz
Thomas Mills

II. Chair Welcome

a. Self-Introductions

b. Opening Remarks

After self-introductions, Chair Dullum said the main task of the committee today is to recommend a budget to the Board of Trustees for its adoption. The committee was unable to do that at its most recent meeting due to a lack of reliable information.

She went on to say that the budget for fiscal year 2020 has been revised since it was last distributed, and now shows a net income at the end of the year of \$31,500. The change results from an increase in the line item for accreditation fees.

III. Minutes from the February 2019 meeting were previously circulated.

IV. Meeting

Chair Dullum and President Nellis then reviewed the proposed budget, noting the following in particular:



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- ACCE administers a charity golf tournament annually for HCA, which nets approximately \$5,000. Mr. Nellis said he will be analyzing whether the revenue is worth the staff time and effort in the future.
- A full audit is not planned; rather, one will be considered periodically, e.g., every five years.
- A number of internal fraud protection measures have been implemented; a new CPA firm has been selected; a new bank has been chosen and an ACCE credit card has been issued to President Nellis.

Upon a motion duly made, seconded and unanimously carried the committee voted to recommend adoption of the proposed budget to the Board of Trustees.

V. New Business

- a. Chair Dullum noted that next steps for the committee will include identifying procedures to better document ACCE financial management and better aligning current procedures with the ACCE bylaws and policy manual.
- b. Finally, she said she has been talking with ACCE committee chairs to get a better understanding of their anticipated financial needs as budgets are developed going forward.

VI. Adjourned at

There being no further business, and upon a motion duly made, seconded and unanimously carried, the meeting was adjourned at 12:00 noon.