



**Board of Directors**  
 Meeting Minutes  
 June 11, 2020  
 11:00 AM

Ann Abdella	P	Sylvia Getman	E	Michael Pease	P
Tess Barker	E	Richard Kazel	P	Mandy Qualls	P
Ann Battaglia	P	Jennifer Leszyk	P	Carrie Roseamelia	P
Barry Brogan	P	Nancy McGraw	E	Jack Salo	E
Alison Coates	P	Gertrude O’Sullivan	P	Mary Zelazny	P
Charlotte Crawford	P	Claire Parde	E	Karen Madden	E
Helen Evans	P	Paul Pettit	E		

Board Members: P= Present, E = Excused

Staff Present: Karin Blackburn, Katie Rafferty, Sara Wall Bollinger

Guests: Barbara Martin, CPA and John Tyson, MBA of Pinto Mucenski Hooper VanHouse & Co., CPAs, P.C.

**1. Call to Order**

- Quorum established.
- Helen welcomed everyone.
- Agenda Modifications: none
- Potential conflicts disclosed: none.

**2. Approval of Minutes of May 18th**

*No changes. Approved [Pease/O’Sullivan]*

**3. 2019 Financials**

- Katie presented the 2019 Financials which include the small adjustments recommended by the Auditors.
- NYSARH net for the year was \$26,943
- Balance at 12/31/2019 = \$110,023
- Carry-over funds from NRHA not used during 2019 are classified as ‘donor restricted’ and will be used during 2020.
- Budget to Actual was also presented.

*Financials accepted (Battaglia/Coates)*

#### 4. Audit Report

- Ms. Martin thanked NYSARH for the opportunity to perform the audit and thanked Katie and Karen for their cooperation during the process.
- First year Audit always involves extra work; it will be faster next year
- Recommended adjustments (only four) did not impact the bottom line, which was already accurately presented
- No opinion on internal controls, but recognized that addition of Christa is an asset
- Commented on change of presentation of \$11,667 administrative fee earned on the Legislative Appropriation to Accounts Receivable
- A portion of Membership revenue is deferred depending on the month a member joined
- Page 5; NYSARH paid two years of CPA fees in 2019
- NYSARH writes off \$3735 untraceable/unknown Accounts Receivable
- Noted pandemic risk in the Notes
- Cash position is strong
- Ms. Martin reviewed Required Communications
- This is NYSARH's first year completing a full IRS 990. Please note the compliance questions included.
- The Auditors issued an Unqualified Opinion
- NYSARH will require a 'yellow book' audit next year
- Ms. Martin will send the Representations for NYSARH signatures
- Ann A. noted that a change is needed in Schedule O of the IRS 990.

*Motion (Crawford/Abdella) to accept the Audit and the IRS990/CHAR500 was approved.*

#### 5. 2020 Financials

Katie gave an overview

- Some changes in grouping and presentation compared to 2019
- Net \$75,451 as of 3/31/2020
- Memberships are now accrued monthly
- Donor restricted funds are released from restriction and used to support board member attendance at the Policy Institute
- New report of checks signed over \$10,000
- Missing claims from five rural access hospitals and one rural health network; should have these soon

*Motion (Brogan/Qualls) to accept the 2020 Financials approved.*

#### 6. Helen reminded members to complete the Contract Assessment if they have not.

The Board thanked Barbara and John as well as Katie and Karin for their work.

The meeting adjourned [Abdella/Crawford] at 11:48.

**Next Meeting: July 27, 2020 at 2PM**