



**Minutes of the Finance Committee Meeting
August 6, 2020**

Present: Ann Abdella, Nancy McGraw, Jack Salo, Helen Evans, Mary Zelazny, Richard Kazel, Mike Pease
Staff: Karin Blackburn, Katie Rafferty, Sara Wall Bollinger

Quorum reached the meeting convened at 11:05.

1. Minutes of July 8th meeting were approved. (Salo/Zelazny)
2. Katie reviewed the financial statements May 30th. The financials for January 1, 2020 through May 31, 2020. Financial statements approved. (Pease/Zelazny)
3. Katie went over the 2020 Budget Projection. The only major changes were done to the Conference budget. Ann asked that the next budget projection be presented with what was approved, showing the difference.
4. Ann reviewed the upcoming changes to the NYSARH Financial Policies and Procedures to ensure we are working effectively and efficiently. The following sections of the P & Ps will be revised – the proposed language for these changes will be presented at the September meeting for review:
 - Write Off Policy
 - Reporting of unaudited financials during the audit
 - Audit activities are being moved from the Finance Committee to the Executive Committee
 - Preclosure procedures
5. Ann updated the Finance Committee about the Executive Committee's decision to make HWNY whole for the membership services portal work done. The contract expired in January. A one-year contract is \$1,000.00 (\$83.33 per month). For work done January – August, the total would be \$666.66. The new contract starting September 1, 2020, would renew these services.

The meeting adjourned at 11:48am.