



Finance Committee Meeting Notes
Thursday, October 1, 2020
11:00am – 12:00pm

Present: Ann Abdella, Jack Salo, Helen Evans, Mary Zelazny, Michael Pease, Nancy McGraw

Excused: Richard Kazel

Staff: Karin, Katie, Sara

Meeting Notes

1. Quorum established and meeting convened at 11:03am.
2. Agenda Modifications: None.
3. Minutes of the September 3, 2020 Finance Committee Meeting were approved. (Salo/Pease)
Amendment (A. Abdella): Federal already exists – contracting practice
4. Katie reviewed the August 2020 Financial Statements. August 2020 Financial Statements approved. (Salo/Evans)
5. Financial Policies & Procedures
 - Reviewed new state contracting procedures, additional updates reviewed at next meeting
 - State/Federal/Other funding: All sub-awards in excess of \$10,000 shall be subject to formal review by the Executive Committee
 - All contracts will be monitored by administrative team, in partnership with NYSARH – should match MSA
 - Ensure P & Ps match MSA
 - Agreements with subcontractors should include statement about funding being subject to availability of State/Federal/Other funding.
 - Make sure the term “employees” is removed throughout the P&Ps
6. Katie provided a 2020 Year End Budget Projection which included a Legislative Appropriations update and a Conference Revenue update.
 - Helen informed the Finance Committee that the last communication with Karen Madden and John Nittinger regarding the no cost extension for the Legislative Appropriations was 9/2/2020. Still no news on the request for an extension.
7. The November 5th Finance Committee will be dedicated to 2021 budget planning. Katie will provide different budget scenarios for the Committee to review. The Committee should plan for up to 2 hours of meeting time.
8. Adjourned at 11:57am.