

LMSS FINANCE COMMITTEE

2/9/16 Agenda | Minutes

CALL TO ORDER

5:46pm

PRESENT

Tammy Stremcha, Heather Murphy, Tara Thompson, Amy Shimon (Arrived 5:49pm)

ABSENT

Melissa Crowley, Molly Troth

GUESTS

Joseph McDonald

APPROVAL OF FEBRUARY 9, 2016 FINANCE COMMITTEE MEETING AGENDA

- Tammy motions to approve Feb 9, 2016 Finance Committee Meeting Agenda
- Heather 2nds motion to approve Feb 9, 2016 Finance Committee Meeting Agenda
- 3:0 Motion Passes

APPROVAL OF JANUARY 12, 2016 FINANCE COMMITTEE MEETING MINUTES:

- Tammy motions to approve Jan 12, 2016 Finance Committee Meeting Minutes
- Heather 2nds motion to approve Jan 12, 2016 Finance Committee Meeting Minutes
- 4:0 Motion Passes

BANK STATEMENTS

REVIEW JANUARY 2016 BANK STATEMENTS

DISCUSSION

- Clarification: Access Mobility charge was to fix elevator when emergency call was triggering.
- Clarification: Digicon charge for front door security
- Clarification: Southern MN Initiative charge relates to reading assistance provided to Pre-K from AmeriCorp

ACTION ITEMS

None

FINANCIAL STATEMENTS

REVIEW JANUARY 2016 FINANCIAL STATEMENTS

DISCUSSION

None

ACTION ITEMS

None

OTHER BUSINESS

360CLEAN QUOTE

<http://sales.360clean.com/dgcoa8cb7a590d9e18f89bc8d8d3772c>

Via email from Joseph McDonald – “This is a quote for the highest grade janitorial cleaning company. The rate is comparable to our current contract (at three day per week). With that, I'd like to have the board approve the hiring and contract with 360 Clean, as well as approve the release (firing) of our current cleaning company.”

Finance Committee asked to compare costs and submit suggestion for board consideration.

DISCUSSION

- Suggest a review of the service agreement with current contractor to confirm whether this can move forward.
- 360 Clean is the preferred quote. Quote included some detailed info on what the cost would cover.
- With automatic payment, we save 3%, and since 360 Clean quote includes cleaning supplies, we could actually save money with this move.

ACTION ITEMS

- Joseph McDonald to find out if they can quote for a reduced amount over reduced use times such as summer and extended breaks.

REVIEW FISCAL YEAR 2016/2017 BUDGET

DISCUSSION

- Estimated numbers based on this year's budget.
- Door solution should be removed as this was a 15/16 cost.
- Discussion around charter/ace/network service costs. Need to identify selected solution to accurately estimate.

ACTION ITEMS

- Tammy to check on lease cost for 16/17 and adjust in revised budget as needed before sending to Tara for dispersal.
- Tammy to send revised 16/17 budget to Tara.
- Tara to send revised 16/17 budget to the committee with goal of completing first reading by the Finance Committee Meeting in the March meeting.

SET NEXT MEETING

SCHEDULED

- Ongoing scheduled set at second Tuesday of every month, at 5:45pm at LMSS.
- Next meeting: 3/8/16, 5:45pm, LMSS

ADJOURNMENT

- Tammy motions to adjourn Finance Committee Meeting.
- Amy 2nds Motion to adjourn Finance Committee Meeting.
- 4:0 Motion Passes

ADJOURNED

6:42pm