

FCS Meeting minutes for March 27th, 2023

Present: Lucy Rosario, Jackie Weber, Catie Michaelson, Leah Slye (School Board), Clare Rodrigues-Henderson, Jeff Ozanne

Catie opened the meeting with introductions

Jeff shared that minutes from the January meeting have been finalized and the minutes from February are now available for review.

For the financial update, Catie shared the work she has been doing to get the bookkeeping updated and the waiver information taken care of. At the end of the last meeting we were looking at where we were at for the end of the year report to the county. Catie shared that she had done some work clarifying that with Wendy Webster. Catie also worked with Phan to clarify what has taken place in the current funding year. It was clarified that the funding year is July-June which explains some of why our revenue to date is so low but Phan shared that we still were not seeing all the payments so far. Based on our expenses to date, we need to spend \$4304 before the end of our fiscal year (June 30, 2023). We will still have some unspent funds from 2019 (\$16,470) so that we would need to apply for a waiver for. Catie stressed how easy the waiver application was and so we agreed the primary goal was to find ways to spend the unspent waiver funds from 2018 this year. Lucy mentioned that she could find some ways to spend the funds but wanted to stress that it would be good to find other groups who might use these funds.

Catie shared that with Clare's help she had gotten a couple of bookkeeping proposals. The one that she is recommending proposed creating a structure for reviewing funds allocated and spent. The proposer would also set up a quickbooks account for us. She would also help create a budget structure so we could plan for how we are going to spend the money. In addition she would help create a way to track receipts and do invoicing. Her turn around would be three weeks for \$1800. We discussed the possible need to have someone hired to do this on an on-going basis since it would be. Clare did raise the question of whether there were some data privacy concerns we might need to be aware of in working with an outside bookkeeper. Catie asked if we were ready to go forward with accepting this proposal. Jackie wondered if there was anything we needed to do through the school district in order to go with this contract. Clare wondered what information the person would need for this and Catie replied she felt it would mainly involve connecting the person with Phan. People wondered how this would be received by Phan but the sense was that this would be helpful in reducing the questions we had for Phan. Jackie clarified that we as the board would want to be involved with the person to help set-up what we wanted in terms of reporting. Catie asked if there was anyone who would be willing to help with communicating our needs. Catie then asked what the next steps would be. One of the next steps identified would be around vetting. It was suggested that we ask the proposer for a contract and scope of work and then take that to the school district for approval. Jackie will take on getting the contract and scope of work to the school district and Clare will talk to Hennepin County for resources. There was a consensus to move forward with this proposal and the follow-up steps.

Lucy and Jeff had to leave the meeting early.

Funding Application draft document: Clare reviewed the draft document provided to the group via email and all agreed it's a good start. We need to figure out logistics for implementing this

process. Reviewed some of the feedback from collaborative members such as timelines for submission and review, who will review and follow up with the applicant, when it needs to be billed, and where will be publish this application. Other info discussed included considerations for making it accessible in the community, multi-lingual and other accessibility considerations. One more item outstanding is whether we'd have a limit on how much can be requested. We will review this again at the next meeting.

Catie reported that she will be stepping down from the chair position and will attend two more meetings.

Next meeting: Wednesday, Apr 26, 2023 4:30pm-6:00pm, Room CS9

*Meeting minutes finalized on 5/17/2023