

02/18/2016 Meeting Minutes

Members present

Cathy Zambrano
John Kramer

Steve Moody
Joel Medley

Chris Withrow

Mr. Kramer introduced the NCVA Invoice Summary document. It was noted that we might have to perform a budget amendment before the year ends. A question was asked, "When are we required to notify NCDPI if we amend our budget?" Dr. Medley stated, "NCDPI does not require notices of budget amendments."

Mr. Kramer provided detailed explanations regarding the December and January invoices.

Dr. Medley provided information to the committee that we requested permission from NCDPI to contract proctors for our end of year testing. If approved, this would be an unexpected expense, however we would add that item to our next year's budget.

The committee recommends the approval of the December and January invoices to be acted on at the March Board Meeting.

Mr. Kramer requested the committee consider granting Jennifer Prince the authority to sign checks with a value of less than \$5,000. The committee approved the request.

Mr. Kramer informed the committee that LBA advised cash advances were not the best solution to pay for expenses such as conference fees that the staff or Executive Director attend. The recommendation was to provide limited use credit cards for these purposes. He will provide a policy/procedure at the next finance committee meeting for review.

The committee will reconvene on February 29, to review the credit card policy/procedure and continue the discussion of the NCVA Board Presentation January Results.

