

# BOSCO Finance Committee

11/14/2017

9:00 am

Via Teleconference

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**Facilitator:** Mary Jacobson      **Type of meeting:** 1<sup>st</sup> Committee Meeting  
**Attendees:** Millie Rounsville, Robyn Thibado,      **Note taker:** Mary Jacobson  
Mary Jacobson, Nikki Gerhard, Suzanne Hoppe

**Please read:**

**Please bring:**

## Minutes

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**Agenda item:** Future Meeting Dates      **Presenter:** Mary Jacobson

**Discussion:**

Preference would be face to face if possible. We should have a monthly standing meeting and can cancel if not needed. Wednesdays would work for everyone.

**Conclusions:**

Monthly meeting on the 1<sup>st</sup> Wednesday of each month at 2:00 pm via GoTo Meeting. Information on meeting attendance will be sent out by Mary Jacobson. Nikki has volunteered to be the note taker, Robyn will serve as backup.

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**Agenda item:** Policy/Form Development      **Presenter:** Mary Jacobson

**Discussion:**

We will review what has been started. We will also review the policies Robyn shared from West CAP.

**Conclusions:**

Next Meeting we will have a list of policies that need to be developed and create a prioritization list from them.

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**Agenda item:** Millie as Fiscal Agent      **Presenter:** Mary Jacobson

**Discussion:**

Discussed that Millie is the fiscal agent for the BOSCO when it come to the THP grant only and that ends June 2018. We discussed that the fiscal year for the organization is Jan – Dec and that we should consider putting out an RFP after pertinent policies are in place. The CoC funding (Planning Grant) is contracted with ICA for corporation's employees. Right now that consists of Carrie and Meredith. We will be adding a 3<sup>rd</sup> employee at the beginning of 2018. There is a 25% match needed for the grant. Currently we use In-kind volunteer hours, scholarships paid for by the corporation, survey monkey fees, etc.) We discussed creating a standard match form and educating the membership regarding match so it gets turned in more frequently. Once we have \$750,000 or more in Federal revenues we will need to have a single audit.

Action items	Person responsible	Deadline
✓ Send out meeting dates/request	Mary	11/22/2017
✓ Follow up with Carrie on AAQ for match	Mary	11/22/2017
✓ Review policies sent out by Robyn	All	12/6/2017

## ***Other Information***

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**Observers:**

Enter observers here.

**Resources:**

Enter resources here.

**Special notes:**

Enter any special notes here.

**Next Meeting:**

December 6<sup>th</sup> at 2:00