

September 23, 2015

## **Brevard Homeless Coalition**

### **Finance Committee Meeting**

Attendance: Dawn Hannon, chair;

John Autry; Kristin Snyder; Laura Anne Pray; Wendy Darlow; Guy Klenke

Absent: Joe Kline

Guests: Deb Stull, BHC Board President; Keith Heinly, BHC Board Member; Mark Broms, BHC Board Member and Planning Committee Chair

- 1) Meeting called to order at 9:02 AM by Dawn
- 2) Board and Guest introductions
- 3) Meeting dates & times discussion; meet monthly and in future will look at bi-monthly as activities and tasks are defined and functional; consider conference call for working committees; at this time committee will meet Wednesday am in 4-5 week cycles
- 4) Charter- Dawn will develop a draft for Committee to review
- 5) Financial Statement- \$17,857 advance from the state, most is committed to MOU expenses with Brevard County and United Way
- 6) Bank Account Update- \$1468 in the bank as of today
- 7) Laptop- recommendation to purchase laptop for financials and other business related to BHC. Deb recommended Data Management for Cloud services and they provide Microsoft programs as part of their package and also management updates, etc. It was suggestion to buy a printer/scanner/fax machine, and the Cloud service with a maximum of 5 users. Mark will take responsibility for purchasing printer/scanner/fax machine and Deb will order laptop.

**Wendy made the motion to purchase a laptop, printer/scanner/fax machine up to \$1000 and to purchase the cloud service with a maximum of 5 users. Motion was seconded by Kristen and approved unanimously.**

- 8) Grant Request-

ESG grant- next year will flow through BHC and is a reimbursement grant; currently 7 agencies are receiving the funds directly from funding source.

Tanif grant- BHC will apply for funding and manage reimbursement to agencies; \$55,618 with \$1668 administration fee for BHC.

Challenge grant- same process as Tanif grant; BHC will receive \$1500 administration fee and will be split with agencies utilizing the grant funds to provide services. Mark will be responsible to oversee process to obtain data from agencies to include appropriate back up documentation; this process will be evaluated to determine if it is more effective to outsource grant data management.

Staffing grant- NOFA (COC); \$800,000 available for Brevard County

Overall it was agreed by Committee the processes and policies for these grants need to be effective and timely to ensure the agencies are going to receive their reimbursement payments to maintain programs; it was discussed BHC will not have cash upfront and any expenses to agencies

9) Policies and Procedures- Deb has templates for the Committee to use to develop BHC's policies and procedures; suggested simple processes at this time since a Board member will be utilizing and then develop more comprehensive policies and procedures designed for Executive Director position when hired;

- Cash Disbursement
- Purchase Authorization
- Cash Receipts

Laura Anne will take lead to develop these 3 policies and procedures

10) Updates-

- Fiscal year is October 1 through September 30
- 990 update; Deb and Keith will process
- Proposed budget- current budget salary line is based on current similar size agencies in Brevard County; at this time this line item is used for MOU's with Brevard County & United Way; budget will be presented to the full Board at the next meeting
- Planning committee- Mark gave update, hiring for Exec Dir. not a priority at this time; there is appropriate Board expertise and engagement to oversee day to day needs and move agency forward
- Lead Brevard is committed to support BHC through its membership to bring exposure
- Fund Raiser- update provided by Wendy; 25 tickets have been sold, Holy Name will sell tickets to parish; printed tickets will be available for those that do not like to purchase online; facility capacity is 300; venue cost \$500 to include all set up items and use of kitchen; Restaurants will have access to the kitchen; BHC does not need event insurance since Holy Name has insurance and vendors are adding Holy Name as additional insured to their policies;
- Discussion on Events vs. Fund Raising activities, Planning Committee will handle Events and Summit is an example; Financial Committee will handle Fund Raising until the Executive Director is hired and this function will transition to that person
- Statement regarding the use of the funds from the Fund Raiser- 'money is going to build capacity of BHC and specifically at this time for the Planning Committee needs'

Next meeting- October 21, 2015, 9-11 AM at Space Coast Health Foundation

Meeting adjourned at 10:50 AM

Respectfully,

Dawn M. Hannon