

<b>Committee Name:</b>	<b>Finance Committee</b>		
<b>Committee Chair:</b>	<b>Jeanne Ensign</b>	<b>Vice Chair:</b>	<b>Laura Winslow</b>
<b>Minutes recorded by:</b>	<b>Jeanne Ensign</b>	<b>Meeting date:</b>	<b>January 10, 2019</b>

## Motions Passed:

1. None

<b>Number of Committee Members Present: 13</b>	<b>Absent: 1</b>	<b>Number of Others Present: 0</b>
<b>Committee Members Present: Jeanne Ensign (Chair), Tom Boak, Guy Davis, Teddy Decker, Phil Dodson, Brandon Franklin, Jill Gellatly, John Gillis, Peter Guadagni, Homer Lane, Laura Winslow (Vice Chair), Ralph Davis (Treasurer, Ex-Officio), Susan Kuhlman (CFO, Ex-Officio)</b>		
<b>Committee Members Absent: Elyce Dilworth</b>		
<b>Others Present: None</b>		

## Minutes

The conference call meeting was called to order at 8 pm EST.

1. The chair welcomed committee members and introduced new members Brandon Franklin, Jill Gellatly and John Gillis. There were no conflicts of interest declarations regarding the agenda. The chair reminded members that discussion details are confidential until reported in the minutes. The chair will share the 2019 committee list and contact information with the members.
2. Susan updated the committee on 1) the IT Modernization project, Phase 2 projects and future roadmap and 2) prepayment for cloud storage with Azure, savings of close to 75% by paying three years in advance.
3. Subcommittees: committee members talked about general intentions and goals, timelines and members. Each will develop its own "charter" for work to be done. Progress reports will be given at next Finance call in March.
  - a. Financial Operating Guidelines, annual review and revisions, Guy (ch), Teddy, John, Susan, Jeanne,
  - b. Program Performance Metrics, Phil (ch), Homer, Laura, Brandon, Ralph, Susan, Jeanne
  - c. Budget Modernization, follow up on Peter/Jeanne presentation at convention, Phil (ch), Peter, Tom, Ralph, Jill, Susan, Jeanne
  - d. Budget Presentation, including accounting reporting for USMS and SSL budgets, continuation from 2018 subcommittee, Homer (ch), Phil, Brandon, Ralph, Susan, Jeanne
4. LMSC Financials: Teddy, Susan and Phil have developed a Google spreadsheet template for each of the 52 LMSC to use in reporting their 2018 annual financial information to the national office. The purpose is to improve on and to standardize the accounts and format. The templates will easily combine information from all LMSCs. The national office notified LMSC treasurers and chairs in late December that this is on the horizon. After more testing, it will be sent to LMSCs later in January.
5. Other: Ralph noted that this year there were six new members of the Board of Directors and that he and Susan developed training materials in regard USMS finances, including policy documents, and conducted an hour-long training. He suggested that we offer it to our new Finance Committee members as well. Jeanne and Ralph will follow up.
6. Next meeting: in March, date TBD.
7. There being no other business brought forward the chair thanked everyone for joining the call.

The meeting was adjourned at 8:56 pm EST.