

Budget committee minutes for Thursday November 17, 2022

Committee members attending: Hilary Anthony, Lynda Gingrich, Steve Gorham, Lucy Kingsley, George Braddock, Sandra Bauer, Bennett Rogers

Staff: Kirsten Bolton, Mark Malaska, Alexis Maddock, Sierra McComas, Vanessa Roy, Norma Sax

Facilitator: Lynda Gingerich

Agenda:

1. Agenda review
2. Staff presentation of budget materials
3. Hilary will present comparisons of 2022 budgets and actuals and 2023 actuals. She would like a discussion on creating a live budget document on google drive for 2023 budget
4. Review budget liaison list, three crews need to have a budget committee liaison
5. Committee logistics: Discuss budget committee work to be done between now and the end of January when the budget will be presented to the board for approval. Does the committee want to collect questions for the liaisons to explore with crews prior to our meetings in January or wait until January for those questions to be addressed. Do we collect those questions on a google drive document or via email?
6. Meeting minutes: October meeting minutes are on Google drive.
7. Announcements

**Agenda review:** Kirsten presented the agenda prepared for the committee members.

**Staff presentation of documents:** Kirsten provided a demonstration on accessing documents in Google Drive. A line- by- line examination of the crew budgets will occur in January. Staff did the ground work contacting crew coordinators about budget changes for 2023. Financial information about the funds crews actually used in 2022 is available in Quick Books and is being sent to the Budget Committee. There is not an integrated spreadsheet showing both budgets and actuals for inventory.

**Comparison spreadsheets:** Hilary made a presentation of a spreadsheet that shows 2022 and 2023 budgets. Information on the 2022 actuals for inventory and expenditures are not on this spreadsheet. There was some discussion about how time consuming it is to create such a spreadsheet and how cumbersome it is to search in different places to get a unified financial picture. For now, the committee will be collecting and storing inventory information on spreadsheets and financial information in Quick books. Several committee members asked that the spreadsheets be available in a manner that is printable.

There is a need for a spreadsheet that shows “live” budgets for 2023. Hilary will work on this.

**Liaison list:** Hilary presented the budget committee liaison list. A budget committee liaison was found for each of the three crews that needing them.

**Committee Logistics:** How are the staff and budget committee members going to keep current with each other through the budget season? Committee members and staff discussed the pros and cons of doing this by email, holding questions until January, communicating via google docs. Through this dialogue, committee members and staff will have on-going email exchanges prior to the January meetings. Hilary will create a log in google drive that will display questions and answers about budgets. Using this tool is a new work habit for some committee members.

**Minutes:** Lucy agreed to take budget committee minutes. She will send out the minutes to committee members for additions, corrections and changes before sending to Kirsten who will then post them.

**Announcements:**

On Monday we will discuss staff budgets

Grumpy informed the committee that as of yesterday staff and back-up manages began meeting together in person.

A discussion was had about eliminating Peach passes in order to save on printing costs and that there would be a single type of day pass that is good for any one day of the event. Worker day passes will not be changed.

No votes were taken during this meeting.

Submitted by Lucy Kingsley

---