

DESEF Meeting Minutes 12/7/2018

DESEF Meeting Minutes

December 7, 2018

Meeting called to order 9:03 A.M.

Board members present: Laura DiGiovanni, Eric Pinkela, Lauren Shimek, Christina Edwall, Elise August, Julie Windham. Geoffrey Pepler, Thomas Brown, Lori Dabaco.

DESEF President (Laura DiGiovanni) acknowledged that quorum established.

Meeting minutes from November approved – Eric made a motion to approve, Lauren seconded the motion. Motion carried and the November 9, 2018 meeting minutes reviewed and accepted into record

Department Reports

Interim Treasurer – Lauren Shimek – Summary of Financial Reports

Stripe payments – they process payments for annual fund drive.

We've reviewed the financial statements for September, October and November.

Lauren has also been doing a reconciliation report that notes the Quickbooks activity matches the bank statements.

Transaction detail report is now what used to be the payment detail report; the activity is the same but the name is different.

October – the payment to L. DiGiovanni was for the Warriors tickets – Laura made the payment and was reimbursed.

November – lots of Boosterthon payments, eScrip and matching. Boosterthon has not yet provided all of the funds yet. In November many of the staff cost are coming through the financial statements, the standalone month is showing greater expenses than income as a result. The big check to SRVUSD is for staff costs.

In September we had to get new checks because the mailing address changed. The check series numbers changed as a result. Old checks were shredded and are no longer available for use. The last from that series should have been #1905; that's the last check we should have seen come through from that series. Starting check number from the new register is 1000. That's consistent with the transaction detail.

Eric makes a motion to approve the B/S, I/S, Transaction Detail and Bank Recons for September, October and November. Lori Dabaco seconded the motion.

Motion carried and the financial records were reviewed and accepted into record for September, October and November.

Net operating income is 58K as of today. We have the money to pay everything for this year.

Matching we budgeted 15K, we received 12K.

Annual Fund – 93K adjusted budget which matches actual.

Boosterthon – budgeted 36K in income and 18K expense. Will be 44K income and 22K in expense actual.

Loyalty programs are doing well, restaurant nights are doing well.

Auction sponsorship is great, we have 3200 already and we have an adjusted budget of 3K for that.

Expenses are mostly related to SRVUSD. We put a deposit down for the auction kickoff, etc. We had no unexpected expenses.

Boosterthon – Laura DiGiovanni & Eric Pinkela

Feedback on the Boosterthon wasn't great. They were really helpful being flexible with the smoke, etc. However, the actual hero-fit activity was a letdown. The Boosterthon folks will come back to do a lip sync battle and hopefully end on a high note.

Meeting adjourned 9:31 a.m.

Next meeting is on January 11, 2019 at 9:00 a.m. in the Library Reading Room.