

Tidewater EMS Council, Inc.
Audit and Finance Committee
Minutes - October 8, 2014

Present

Kent Weber, chair
Wayne Shank
Jim Chandler

Absent

Cliff Stewart

1. Mr. Weber called the meeting to order in the council office in Chesapeake at 10 am. Following a brief review, a motion passed to approve the committee meeting minutes of April 9, 2014.
2. Review 6/30/2014 investment report and Balance Sheet – The report and balance sheet were distributed. All investments were within policy allocation limits as revised by the board in June. Mr. Chandler pointed out the audited fund balances, distinguishing balances set aside as “Board-Designated” for the identified programs versus other unrestricted funds. He verified with the auditor that no fixed assets are included in the Board-Designated funds, so the other unrestricted funds less the value of fixed assets totals the discretionary funds available to the board. He also called attention the main checking account balance which, as noted in the audit, was over the FDIC insured limit; however, he indicated the hospital preparedness program has drawn down funds in advance of several large purchases so the checking balance will drop in the near term as those purchases are made. He also noted three CDs that will mature in December.
3. Discuss FY14 audit – Judy Imdahl from Strickland and Jones presented the audited FY14 financial statements in detail to the board on September 11 and noted the council is in strong financial position and that there were no management findings.
4. Consider FY15 accelerated mortgage principal payment – members reviewed the current mortgage balance (\$253,152 @ 5.25%) and the interest adjustment date (9/29/2018), and a motion passed to recommend to the board an FY15 accelerated principal payment of \$70,000 which is available within the discretionary unrestricted fund balance and should allow for a total mortgage payoff with continued regular monthly payments prior to the interest adjustment date. The committee will continue to monitor the mortgage balance until the interest adjustment date and recommend additional principal payments if needed. Each accelerated payment will save on interest expense. This accelerated payment will also help draw down the main checking balance.
5. Discuss selection of audit firm, FY15, FY16 and FY17 – the committee agreed to seek a proposal from Strickland and Jones for another three year engagement. Members felt the relationship with Strickland and Jones has been positive and they are familiar with our programs and systems which helps facilitate the audit process. If the proposal appears reasonable the committee will recommend sole source consideration for this service.

6. Discuss policy regarding solicitation and acceptance of gift policy – Mr. Chandler reported on a fundraising compliance seminar he attended that recommended organizations develop a policy for acceptance of monetary and non-monetary donations. A template policy was distributed. The basis for the recommendation is so that staff and the board have guidance in the event a donation such as a vehicle, stocks, land or other property is offered, but may not be in the best interest of the organization to accept because of liability, maintenance costs, tax consequences, disposal cost, etc. He indicated the council does have Corporate Sponsorship Guidelines adopted by the board in 2002 which is the basis of our partnership program. He recommended, and the committee agreed, that he draft a new document which combines the existing sponsorship guidelines and gift acceptance guidelines for consideration by the Board of Directors.
7. The committee discussed the absence of Mr. Stewart due to personal reasons and agreed to seek a committee replacement. Mr. Weber mentioned Tom Calogrides as a possibility. It was agreed that members will ask around to identify a non-board volunteer with a business or financial background appropriate for the committee. (Mr. Stewart called Mr. Chandler shortly after the committee meeting indicating he would need to resign from the committee.)
8. With no additional business the meeting adjourned at 11:10 am.

Minutes prepared by Jim Chandler