

Minutes for the Budget committee meeting on 02-11-2021

Present: Mary Delamater (chair), Jerry Larsen, Chris Walbridge, Faramarz Khouzouiee, panelist Michelle Faber

Unable to attend: Barbara Parks

- 1) We discussed general best practices for developing a budget, including how to handle payroll planning while still protecting confidential employee information. Will look at how to balance need for open meetings with need to have some discussions of sensitive information offline. Any offline discussions will need to be presented in some format in open meeting. We will work out processes going forward - possibly subcommittees.

In addition, we discussed that the operating budget should be created to synchronize with the reserve budget - they are not independent of each other.

- 2) We decided to defer some review of questions because the main questioner wasn't in attendance. (Note: Mary contacted questioner after the meeting, and they plan to be in attendance for March 11 meeting.)
- 3) We discussed access to QuickBooks data - budget committee members won't be able to have read-only access to QuickBooks due to confidentiality concerns. We will work with Admin to get QuickBooks reports, preferable in .csv format so can easily import to Excel or Access.
- 4) We discussed how to set up system for documenting every line item in budget, as Schwindt suggested. Faramarz has already worked up a spreadsheet that does something similar - we will use that as the basis for building a system that we can use for next budgeting season. Mary would like to focus on using it for 2021 budget to start with, for practice.

Next Budget committee meeting: March 11 at 4pm. Registration link should be posted online, Also, can contact chair at mdelamater@mykcca.com for link.