

PCCS Board of Directors
FINANCE SUBCOMMITTEE DRAFT MINUTES
As Approved October 20, 2009
Meeting Date was Tuesday, September 15, 2009, 7:00PM
Kennicott Building
1531 Jones Point Road
Grayslake, IL 60030

Call to order – Steve Achtemeier

7:00pm

Committee Attendance:

Geoff Deigan, Steve Achtemeier, Mark Dybas, Jim Steinbeck, Tom Keenan.

Absent:

Bob Creviston.

Staff Attendance:

Stacy Gavin, Myron Dagley.

Public Attendance:

Laura Fay.

Discussion Items

Discussion Items

- Review Draft 6 FY10 Operating Budget
 - Director Dagley presented the proposed restated operating budget along with the assumptions and proposed changes.
 - Increase of business manager hours had significant discussion
 - The bookkeeper presently can not increase her hours so Ms. Gavin is increasing her hours to accomplish the needed tasks.
 - The committee requested a mid year review of the business manager and book keeper hours.
- Discuss Extension of Line of Credit with Lake Forest Bank
 - Should be completed by end of September or early October.
- Review of Business Manager Report and August Financial Statements
 - August statements were Quickbooks reports. September statements will have first quarter results and budget comparisons.
 - Business manager report was not available.

- Receive and Review Proposal from Clifton Gunderson LLP as FY10 Auditors
 - Myron passed out the proposal for the FY10, 11, 12.
 - 2010 - \$20,000 and 2011 - \$21,000
 - The committee felt that we should approve the contract for one year at \$20,000.
- Discuss Probable Strategies to Achieve Operating Cost Savings – Long Term
 - In order to be better situated to refinance in two years, the committee will look at identifying a budget amount for yearly cash accumulation.
- Review Minutes from Previous Meetings
 - Minor comments and corrections.

Public Comment - None

Action Items

- Recommend Amended FY10 Operating Budget – Draft 6
 - Motion with amendments by Mark D, Second by Tom Keenan, All approved.
- Accept Business Manager Report and August Financial Statements
 - Statements reviewed.
 - Business manager report will be brought to the board.
 - No action.
- Approve Minutes from Previous Meetings
 - Motion with corrections by Mark Dybas to approve the August 18, 2009 minutes, second by Jim Steinbeck, All approved.

Future Agenda Items

- **Assess the business office staffing again in December**
- **Identify at the amount for cash accumulation**
- **Strategic plan review**

Adjourn

-Motion by Mark Dybas, Second by Jim Steinbeck. All approved at 8:15pm.