Prisoner Visitation and Support
Committee Meeting Minutes

Committee: Finance Committee
Dates of Meeting: October 11, 2022 and November 2, 2022 via ZOOM
Members Present at the Meeting: E. Janifer, D. Poundstone, T. Slick, D. Struble, M. Clifford, E. Cashell-DeSilva (10/11 only)

What Was Discussed at the Meeting on 10/11:

- Update on bookkeeping/staffing. Tom and Molly recommended Stephanie Farley of HireAnAccountant.com, who has her own firm mostly assisting small non-profits with both bookkeeping and higher-level needs. The Committee was supportive of this decision.
- Corrections Necessary to Final Fiscal and Accounting Policies and Procedures. The committee discussed the small changes suggested by Rachel at the September Board meeting to ensure they are included.
- Review and discussion of Strategic Plan committee goals. The committee reviewed the Finance Committee's Strategic Planning goals and developed a response.
- 2023 Budget discussion: The Committee discussed a process for developing the 2023 Budget, given the recent staffing proposal as well as the upcoming decisions to be made at the Board meeting to set fundraising goals.

What was Discussed at the Meeting on 11/2:

- Introduction of Stephanie Farley, Hire an Accountant.
- 2021 Audit & 990: Stephanie is working with J. Miller to make sure our financials get filed on time.
- 2023 Budget Draft: Molly presented a draft budget that focused on expenses, particularly in light of new staffing proposal. Stephanie and Dave will review and work together as necessary to help with a final product for the Board meeting.
- Board Financials: Stephanie is also working on the financial reports for the Board.