

FINANCE COMMITTEE MINUTES
Wednesday, March 27, 2024

PRESENT	Greg Lynch Brian Halstead Brian Henry Debra Jackson Rosemarie Kraeger Deanna McLaughlin Nickolas Sojka	Washington Commissioner Chair Nebraska Commissioner Missouri Commissioner New York Commissioner Rhode Island Commissioner Tennessee Commissioner North Carolina Commissioner
EXCUSED	Dale Brungardt Clarke Orzalli Kyle Fairbairn Davis Whitfield	Kansas Commissioner Massachusetts Commissioner Military Impacted Schools Association, Ex-officio National Fed. Of State High School Assn, Ex-officio
STAFF	Cherise Imai Lindsey Dablow Allie Thomas	Executive Director Training and Operations Associate Operations Coordinator

ITEM 1 – CALL TO ORDER

1. The meeting was called to order at 11:02 AM ET by Treasurer and Committee Chair Greg Lynch (WA). The roll call was conducted by Executive Director (ED) Cherise Imai. A quorum was established.

ITEM 2 – APPROVAL OF THE AGENDA

2. **Commissioner Rosemarie Kraeger (RI) motioned to approve the minutes and seconded by Commissioner Debra Jackson (NY). The motion carried.**

ITEM 3 – APPROVAL OF THE MINUTES

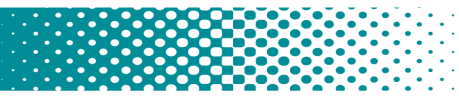
3. **Commissioner Nickolas Sojka (NC) motioned to approve the minutes from January 24, 2024 seconded by Commissioner Kraeger. The motion carried.**

ITEM 4 – REPORTS

4. **Executive Committee (EXCOM)** – ED Imai reviewed the written EXCOM report briefly and reminded Members the reports would be provided prior to the meeting via email moving forward to allow the committee time to address the agenda items. Materials were sent to Members before the meeting and clarifying questions could be submitted to the Chair if necessary.

ITEM 5 – OLD BUSINESS

5. **2023 Annual Business Meeting (ABM) Expense Reimbursements** – ED Imai reported the expense reimbursement request from Michigan Commissioner Michael Price was denied by the Finance Committee at the previous meeting and the Commissioner was informed. The Commissioner



did not have any questions. This business item is closed.

6. **FY2023 Audit Webinar** – Chair Lynch reminded Members to register for the FY23 Audit Webinar that would be held on Wednesday, April 3, 2024, at 2:00 PM ET.

ITEM 6 – NEW BUSINESS

7. **Budget Analysis** – Chair Lynch reviewed the Budget Analysis presentation outlining the Commission's current revenue, reserves, and future budget planning items. The Chair stated the current revenue streams are not sustainable and reductions in expenditures would need to be assessed for future years. Chair Lynch advised it would take a full fiscal year to identify, review, and validate future fiscal requirements before considering dues increases. The question of holding in-person ABM every other year and waiting to increase dues until FY27 was addressed.

8. Chair Lynch suggested holding ABM 2025 virtually. Commissioner Deanna McLaughlin (TN) asked if the decision had been approved at the 2023 ABM to hold virtual meetings every other year. ED Imai explained that during the 2023 ABM the Commission did not make a determination but chose to refer the matter back to the EXCOM for consideration. Chair Lynch opened the floor for discussion and feedback.

9. Commissioner McLaughlin requested that the Committee review the cost of ex-officio representatives attending ABM and how their roles affect Commission expenditures. Commissioner Jackson recommended looking into the Rules and by-laws to determine the requirements for ex-officio attendance at meetings. Chair Lynch agreed to discuss the topic of ex-officio affiliates and their roles within the Commission at the EXCOM Spring Retreat meeting in April.

10. Commissioner Brian Halstead (NE) asked Chair Lynch about the EXCOM's next steps for FY25 and Finance's involvement with those decisions. Commissioner Halstead stated the fiscal items that fall under the purview of the Finance Committee and those that fall under the EXCOM needed to be clarified. The Chair and other Members agreed with Commissioner Halstead's statement. The Chair noted other topics the Committee would need clarification on including the dues structure and military dependent data and the requirements outlined in the Commission's guidance documents. Chair Lynch suggested incorporating inflation and organization costs into the formulas when a dues increase is required. Chair Lynch discussed the need to review training practices and cost of living expenses to determine what is expected from staff and what the commission requires. Commissioner Jackson agreed that the Commission's practices and duties should be reviewed to determine the minimum fiscal requirements.

11. Chair Lynch presented examples of the Commission's requirements and identified the sources for each duty. Commissioner Kraeger and Commissioner Jackson discussed the importance of training and whether training should be restricted. Commissioner Jackson advised that it was the Finance Committee's duty to evaluate the cost of training and determine how they can be held in cost-efficient ways without restricting or eliminating them.

12. Chair Lynch reviewed key questions regarding the commission's revenue and budget. A timeline was presented to outline the Committee's work in FY24 and what the focus would be for FY25 and ABM planning. Commissioner Halstead suggested that the Committee review the Reserve policy and the duties of the national office staff before presenting recommendations to the EXCOM for budget development.

13. **Sub-committee** – Chair Lynch suggested a sub-committee be created to further discuss the

reserve, review the Commission's expenditure requirements, and craft a plan to review commission staffing before making recommendations to the EXCOM. Commissioners Halstead, Jackson, Kraeger, McLaughlin, and Sojka volunteered to join the sub-committee.

ITEM 7 – OTHER BUSINESS AND ANNOUNCEMENTS

14. No items were presented.

ITEM 8 – ITEMS FOR THE EXECUTIVE COMMITTEE

15. No items of concern were received.

ITEM 9 – ADJOURNMENT

16. **Commissioner Kraeger motioned to adjourn the meeting, seconded by Commissioner Jackson. The meeting was adjourned at 12:05 PM ET.**