

**Joint Advance CTE/The Center to Advance CTE Board of Directors' Meeting
MINUTES**

January 30, 2020

Conference call

ATTENDEES: Sarah Heath, Marcie Mack, Heather Justice, Jeralyn Jargo, Victoria Crownover, Laura Scheibe, Alex Harris, Nicole Smith, Sheila Ruhland

STAFF: Kimberly Green, Kate Kreamer

GUESTS: Carolyn Skinner, Jennifer Arminger, Mac Lilliard

ABSENT: Bernadette Howard, Thalea Longhurst, Katie Graham, Jay Ramsey, Barbara Wall

Welcome: Heath called the meeting to order at 3:03 P.M.

Heath asked for approval of Board meeting minutes from January 13 and 14, 2020.

**MOTION: To approve minutes from January 13 and 14, 2020, as presented.
Justice; Mack.**

MOTION APPROVED.

Review and Approval of 2019 Joint Audit for Advance CTE/ Center to Advance:
Jennifer Arminger and Mac Lilliard, GRF CPAs and Advisors

Lilliard provided an overview of the AU-260 letter, noting that Advance CTE/ Advance CTE/The Center to Advance CTE's management implemented the new accounting standards and that there were no disagreements or difficulties encountered during the audit. The letter concludes with a summary of the three new standards that are coming up in the next few fiscal years, which Advance CTE/ Advance CTE/The Center to Advance CTE management is aware of and planning for implementation.

Armingier noted that the audit process was extremely smooth and efficient, evidenced in the results of audit; the audit was clean with no recommendations or findings. She further noted that the new accounting standards required a re-allocation of costs and changes in the presentation in the financial statements. The financial statements show a very positive financial position, with growth noted in most categories. The audit confirms that the financials are fairly represented and accurate. The presentation of financials reflect an increase in supporting services (including general and administrative costs), which is a result of the new accounting standard that required shifts in some expenses from program to administration. The last several pages of the financial statements break down by specific entity.

Lilliard noted the forthcoming five-step revenue recognition process has been properly addressed by Advance CTE/The Center to Advance CTE management.

**MOTION: To approve the 2019 Advance CTE/Center to Advance audit, as presented.
Jargo; Justice.
MOTION ADOPTED.**

Review and approval of the draft 990s- Carolyn Skinner, Dembo Jones

The role of Dembo Jones is to conduct the monthly reconciliations, preparation for the audit and 990s. Dembo Jones is not independent, as they assist Advance CTE/Center to Advance CTE with implementation of new accounting principles and decisions. There is a question on the tax forms that inquires if the Board approved the 990 returns before they are filed. The numbers in the 990s track back to the audit report. Finally, Skinner shared that the tax reform act initially imposed a tax on transportation benefits; that provision was repealed in the past few weeks, so the organization will get a refund.

**MOTION: To approve the 2018 Advance CTE 990s, as presented.
Justice; Mack.
MOTION ADOPTED.**

**MOTION: To approve the 2018 Center to Advance CTE 990s, as presented.
Jargo; Justice.
MOTION ADOPTED.**

Review and Approval of FY21 State Dues: Kreamer reminded the Board of the Board and member approved policy, which is for staff to look at the 12-month change in the consumer price index (December to December) and present to the Board that change as the proposed increase in state dues for the following year. The proposed increase for FY21 dues is 2.3%. Jargo inquired that if the 12-month change is the policy, does this need to come to the Board each year. Kreamer shared that the policy is to bring the proposed increase to the Board for approval; there have been times in the past when the Board chose not to impose the annual increase.

**MOTION: To approve the proposed FY21 state dues, as presented.
Justice; Ruhland.
MOTION ADOPTED.**

Proposed Revision to the Personnel Policies: The organization's leadership is presenting a proposal to add a telework policy to the personnel policies, replacing the existing flexible workplace clause. This proposal came about as a result of the equity review, as well as benchmarking of benefits against other DC-area non-profits. The goal is to be a more flexible and inclusive workplace, thus presenting this telework provision as a benefit to current and future staff. The policy is anchored in provisions related to both performance and tenure. Heath and Justice both spoke in support of the proposal. Heath noted the amount of time that is wasted commuting in densely populated areas, like DC. Justice noted that her agency is also implementing a similar type of policy, with initial, positive outcomes.

**MOTION: To approved the proposed personnel policy revision, as presented.
Mack, Crownover.
MOTION ADOPTED.**

Kreamer shared that she just received notification that the Siemens Foundation grant has been approved. The work begins March 1, with a no cost extension of the existing grant until that time, so there is full coverage of costs and staff.

Reminders: Kreamer walked through a few reminders with the Board. The spring meeting is May 13 -15, 2020 at the Renaissance Arlington Hotel (which is very close to Reagan National Airport). The Board meeting will begin at 8 a.m. on May 13. At that meeting, we'll have two hours of equity training for the Board, which is supported by our ABC grant. To help ensure the training is impactful, the equity consultant will be sending a confidential survey to Board members to help guide the agenda's development. And lastly, Kremer reminded Board members to submit their travel reimbursements from the meeting held earlier this month.

Heath wished everyone a Happy CTE Month and called the meeting to a close at 3:44 p.m. ET.