

The Center to Advance CTE Board of Directors' Meeting
MINUTES
September 28, 2021
Zoom call

BOARD ATTENDEES: Marcie Mack, Laura Scheibe, Sarah Heath, Alex Harris, Wendi Safstrom, Nicole Smith

STAFF: Kimberly Green, Kate Kreamer, Krissy Haynes, Tanya Powers, Austin Estes

Welcome: Mack called the meeting to order at 4:07 p.m. ET, welcoming everyone to the meeting.

Mack asked for approval of minutes from June 29, 2021, as presented.

MOTION: To approve The Center to Advance CTE minutes from June 29, 2021, as presented.
Scheibe; Heath
MOTION APPROVED.

Mack asked for approval of the consent agenda.

MOTION: To approve The Center to Advance CTE consent agenda, as presented.
Scheibe; Heath
MOTION APPROVED.

FY21 & FY22 Financial Summary: Haynes presented a summary of the FY21 financials. For FY21, the total income was \$3,256,440.46. This was 0.6 percent below budget due to not pulling from The Center's reserves. The organization was able to cover all internal (Board/Development) expenses with the investment income. Without the reserves line in the budget, The Center was 2% above the income target. The total expenses were \$2,424,013.16, which was 26 percent below budget, due to no in-person meetings or travel. The net income was \$832,427.30. Haynes shared that most of the net income carried forward to FY22 to support the continuing work for various grants.

Then Haynes presented a summary of the FY22 financials. The financials were reconciled through July 31, 2021 or 8 percent of fiscal year. Haynes noted that The Center was in a very strong position and currently on track. The total income was \$1,783,047.02, which is 58.7 percent of the budgeted income. Haynes shared that it was mostly carry forward of FY21 income. The total expenses were \$123,353.32, which is 4.1 percent of the budgeted expenses.

FY22 The Center to Advance CTE Budget Modification: Kreamer discussed the proposed budget modification for The Center to Advance CTE. Kreamer shared that after the year-end financials for FY21, there were four grants/contracts with remaining funds. The total amount to be carried forward to the FY22 budget to complete the work was \$18,573.83.

Harris asked how staff defines net income and are the amounts that are carried forward revenue-generating opportunities? Kreamer explained that with most grants, the organization has to show how the money is spent and the full amount has to be spent. When the organization receives money, it is considered a restricted asset. The money is placed into a market money account where it earns interest.

Mack asked for approval of the proposed FY22 budget amendment.

MOTION: To approve FY22 The Center to Advance CTE budget modification, as presented.

Harris; Scheibe.

MOTION APPROVED.

Harris offered a suggestion to the Board and staff about putting a formal policy in place that allows for the organization to make 10 percent adjustments to the budget without needing Board approval. Mack agreed with Harris and said she would be in favor of an opportunity to provide the organization with the flexibility. Green said staff would be in favor of the flexibility and noted she would speak to the auditors for clarity. Harris asked if Green would provide feedback from the auditors at the next Board meeting.

Mack adjourned the meeting at 4:19 p.m. ET.