

## IDEA Louisiana, Inc Finance Committee Meeting Minutes

November 28, 2022, at 11AM CST

**Committee Members Present:** Nicole Reynolds and Jill Kennedy

**Committee Members Not Present:** N/A

**Staff, Counsel and Consultants Present:** Leanne Hernandez, Layne Fisher, Jessica Hess, Rolando Posada, Clifford, Wallace, Carlo Hershberger, Stephen Parmer, Daniel Garza, Andrew Clarence, Erika Hernandez, Jennifer White, Tita Teran, Denise Gonzalez, and Melisa Abascal-Anzaldua.

**Audience Present:** None

Meeting was called to order by Andrew Clarence, Managing Director of Financial Planning & Analysis, at 11:03AM.

### **Business Meeting**

**A.** Carlo Hershberger, SVP of Finance, provide an update to the committee on:

a. Financial reporting update

i. Quarter 1 2022 financial statements

1. Ms. Nicole Reynolds asked why some of the expenses are 25% over the budget during the first quarter, specifically on legal fees and other professional services. Leanne Hernandez, CFO, advised that overall we have been doing well in mitigating our legal fees, but we can make improvements. As far as other professional services fees, Andrew Clarence, Managing Director of Financial Planning & Analysis, will look into these and provide an update to Ms. Nicole.
2. Ms. Nicole Reynolds asked what the final June activity was for 2022, when will we receive the final results from 2022 from an income statement basis. Carlo Hershberger, SVP of Finance, advised that the results that were shown during today's are the most updated. As a next step, Carlo will provide an update to Nicole on final results for 2022 compared to previous year. The finance team will also schedule a meeting with Nicole and the finance team to provide an overview prior to the audit presentation on December 13.
3. Ms. Nicole Reynolds asked if the team has engaged in conversations with the auditors for lease standard implementation. Carlo advised that the team is planning on using the same consultants that have helped us with the other entities on the implementation phase.

**B.** Carlo Hershberger, SVP of Finance, provide a financial compliance update to the committee on:

- a. Audit and timeline for year end June 30, 2022
- C. Andrew Clarence, Managing Director of Financial Planning & Analysis, discussed with the committee:
- a. Budget amendment upload timeline
    - i. Ms. Nicole Reynolds, asked if there is guidance of when a budget amendment should be done as opposed to a simple transfer? Leanne advised that there is indeed, and we are trying to minimize the budget amendments.
    - ii. Budget team will notify the finance committee of when the upload has been done.
- D. Lindsey Schaefer, VP of National Development, provided an update on grants and contributions on:
- i. Prospects identified
  - ii. Proposals in progress
  - iii. Submitted applications
- E. Stephen Parmer, VP of Finance Operations, provide an update to the committee on:
- a. Monthly corporate card report for October 2022
  - b. Executive Director monthly expenses
- F. Leanne Hernandez, Chief Financial Officer, provide a finance update to the committee on:
- a. Bus lease schedule
    - i. Ms. Nicole Reynolds asked if we could add another section on this wording up to the amount of principal and interest in order to only make the payments that need to be made so we do not end up paying more. Leanne advised that she would talk to Jazmine and legal counsel to see if we could adjust the wording.
  - b. New commercial card with Regions Bank
    - i. Ms. Nicole Reynolds expressed that this is a good idea as long as there are good controls in place on who has access and proper reconciliation. Leanne advised that the only team members with access would be the business office.
- G. Layne Fisher, Chief Operating Officer, and Daniel Garza, VP of Facilities and Construction, provide a construction update to the committee.

**Adjourn**

The meeting stands adjourned at 11:54 AM CST.