SSI FEE BOARD MINUTES | OCTOBER 13, 2014

DETAILS

Minute Taker: Sarah Bixel
Present: Sarah Bixel, Emily Bowling, Jen Christion Myers, Kim Helm, Danielle Marias, Lexie Mikesell, Maia Penchansky, Jesse Pettibone, Nick Silva, Brandon Trelstad
Absent: Andrew Futerman

AGENDA

SIFC budget timeline, presented by Nick Silva (5:30-5:40)
Filling Fee Board position, presented by Nick Silva (5:40-5:50)
Professional Development Grant Application, presented by Nick Silva (5:50-6:00)
SIFC Executive Report, presented by Jen Christion Myers (6:00-7:30)

MINUTES

SIFC BUDGET TIMELINE – 5:30 TO 5:40

DISCUSSION
• Nick Silva, Jen Christion Myers and Emily Bowling attended SIFC Budget meeting on October 9, 2014.
• SIFC presented the annual timeline for the budget process and introduced Fee Board liaisons.
• SSI will meet with SIFC on November 6 at 5 pm to break the ice and tell them our goals for the year. All Fee Board members encouraged to attend.

FILING FEE BOARD POSITION – 5:40 TO 5:50

DISCUSSION
• Andrew Futerman cannot make the meetings in the current time slot

DECISION(S)
• Nick Silva will contact Andrew Futerman again. If no communication is received back by October 16, 2014, we will reevaluate his involvement in the current capacity
• If the current member decides to step down, we will need to recruit a new member

ACTION ITEMS
• Nick Silva will connect with Andrew Futerman to determine his availability and interest in remaining on the SSI Fee Board.

PROFESSIONAL DEVELOPMENT GRANT APPLICATION REVIEW – 5:50 TO 6:00

DISCUSSION
• Madison Delmendo submitted a Professional Development application late
DECISION(S)
- Application denied due to missing the 30-day deadline

SIFC EXECUTIVE REPORT – 6:00 TO 7:30
DISCUSSION
- As per SIFC Bylaws, each budgeting board is required to submit executive reports to SIFC by Oct 24th. These executive reports include numerous documents, including final budget and actual financial data for the previous fiscal year, equipment and building reserves (if applicable), and working capital levels. A short-term (1-2 years) and long-term (3-5 years) strategic plan is also required. Strategic plans at a minimum include the organizations goals for the future, unmet needs, SWOT analysis, current and future labor needs, long-term impacts of budget increases/decreases, and facility/space needs.
- Jesse Pettibone & Jen Christion Myers will edit short and long-term goals
- Fee Board reviewed and updated SWOT analysis.

NEXT MEETING -
DECISION
- The next meeting will be on October 20, 2014 from 5:30 to 7:30 at the Student Sustainability Center.
- Potential agenda items include:
  - Revolving Loan Fund