



Executive Committee Meeting Minutes

September 12, 2019
8:00 – 9:00AM

Portland Downtown
549 Congress Street, Portland, Maine

Committee members present: Kim Volk, David Packard, Denine Leeman

Staff: Casey Gilbert, Taffy Eaton

Minute 1. Kim Volk called the meeting to order and welcomed everyone present.

Minute 2. Motion to accept:

A. August 8, 2019 meeting minutes: On a motion made by Denine Leeman, seconded by David Packard and unanimously adopted following discussion in which the following points were raised:

- Casey said that the action items from the last meeting have all been completed

it was

RESOLVED: That the minutes of the August 8, 2019 meeting be and hereby are moved to the Board for acknowledgement.

B. August 2019 Treasurer's update: Denine reviewed the financials.

- Denine confirmed that the renewal date for PD staff insurance is December 1st. A broker she works with will contact Casey to provide a quote.
- When the 990 is finished, we should provide the FY19 P+L to the Board along with the 990
- Casey addressed the recurring trend that puts PD in a deficit at the beginning of the year. When our fiscal year begins in July, many of our major program payments are due, which creates an imbalance because our expenses outstrip our monthly revenues.
- August is off-budget due to the number of payroll weeks in the month
- Kim appreciates the breakdown of the Clean Initiatives on the reports, which reflects the cost of the Supplemental Services Agreement with the City of Portland
- Casey will reach out to Chris Huff and Brendan O'Connell at the City to see when they plan to run an assessment payment reconciliation report for FY19

On a motion made by Denine Leeman, seconded by David Packard and unanimously adopted,

it was

RESOLVED: That the financial reports for the month of August 2019 be and hereby are moved to the Board for acknowledgement

Minute 3. Christopher Smith with Verrill Law has been asked by the PD Board to look at transparency and disclosure issues with regard to 501(c)4 nonprofit organizations. PD wants to be sure that they are compliant with local, state, and federal laws and also to be aware of best practices. Casey invited Chris to provide an update of his findings to the Executive Committee in preparation for the final memo, which will be completed soon.

Minute 4. Executive session

Respectfully submitted,
Taffy Eaton, Recorder.