

## State NRCC Finance Committee – April 9, 2019

### 8:00am Teleconference

**Present:** Rick Hopkins, Beth Moser-Duquette, Bill Manner, Somara Zwick

**Minutes submitted by:** Beth Moser-Duquette/Somara Zwick

Financial Reports: March reports were reviewed. P&L reports marked preliminary, waiting for invoice and/or approval. Somara explained these will be updated by next week, emailed to Finance Committee and uploaded to NRCC google drive. Have added Accrued Expense line to Balance Sheet to estimate for Unbilled expenses not recorded in Accounts Payable. All NRCD Core and Capacity invoices received & posted timely. One item of concern in Accounts Receivable: a Block Grant where funds were requested in mid February. Brief discussion with Bill Manner re. lag in payment from DEC grants and follow up reminders to be done – but politely. Noted that Basin planning funds have been received timely, issue in processing seems to be related to Block Grant funds.

Rick inquired when next ACH payments would be scheduled. Somara stated they can be scheduled for next week. Somara will send an email to Rick and Beth for ACH payment scheduling options

Somara added that in the Budget v. Actual P&L report there is a comment to review Basin Planning budget amount that she will review.

Update on new grant/programs, other business: Holden submitted new block grant \$750/\$850K range on Monday 4/8/19; no updates received by meeting date on Trees for Streams due to Block grant submission deadline. Susie Walsh leaving for a new position as April 8 (Unsure of date). Rick said applications for the position are due by April 15<sup>th</sup>.

PMNRCD new locations: for office above the Loomis Paint Building in Poultney, and the Nursery will be located at the Town of Poultney Waste Water Treatment Plant.

Somara said she has completed District Manager meetings with all DMs as of the end of March and for April will be completing most follow up work for DMs. Notes have been submitted to Jill & Kerry. This work done per agreement with VACD. One suggestion Somara made and will follow up on is obtaining time and billing software for NRCD use.

Beth asked Somara to assist PMNRCD for making a change to other bank.

Per suggestion from Kerry, Somara requested that Council update policy to include travel meal allowance reimbursement and inquired if anyone knew the current State allowance. Rick stated that there is a rate for in-state and a rate for out-of-state, but he didn't know the current rate. All members present agreed that a meal reimbursement allowance should be included in NRCC policy. Somara said she would find out the current rate(s), and email the Finance Committee members who can then make the appropriate approval of said rate.

Next Teleconference Scheduled for May 28, 2019 8:00am. Primary focus will be FY2020 Budget and Legislative updates

Meeting adjourned at 8:30 a.m.