

Advance CTE/Center to Advance CTE Finance and Audit Committee
MINUTES
CONFERENCE CALL
June 14, 2019

Attendees: Marcie Mack, Lee Burket, Sheila Ruhland, Pradeep Kotamraju, Victoria Crownover.

Staff: Kimberly Green, Kate Kreamer

Introductions: Mack greeted everyone and led introductions.

Review and Approval of Minutes: Mack presented the Finance/Audit Committee minutes from the March 29, 2019 committee call and asked for questions. After no questions, Mack entertained a motion to approve the minutes.

MOTION: To approve the March 29, 2019 Finance/Audit Committee minutes. Ruhland; Burket.
MOTION ADOPTED.

FY20 Proposed Budgets: Kreamer provided an overview of the proposed Advance CTE and Center to Advance CTE Budgets. Overall, the past year for both organizations were fiscally strong. All states maintained a membership in Advance CTE. The Center grew significantly in terms of the grants and contracts secured.

After an analysis of estimated staff time to complete the grant/contract obligations, the proposed operational split between the organizations is 40% Advance CTE and 60% the Center to Advance CTE. This is used as a benchmark for the sharing of operational costs such as the copier lease, rent, etc.

The proposed budget for Advance CTE is derived from a review of the strategic plan and fiscal history, reflecting the addition of the organization's 100-year anniversary, the elimination of the traditional fall meeting (holding three grant-funded Perkins implementation meetings instead), and the addition of a small contract to double-down on the internal commitment to equity. All other expenses are largely derived from prior year estimates.

MOTION: To approve the proposed Advance CTE FY20 budget. Burket; Ruhland.
MOTION ADOPTED.

As discussed and approved at the May Board meeting, the proposed budget for the Center to Advance CTE reflects one-half of the fiscal year due to three grants ending in December 2019 (Joyce 1.0, Siemens 2.0 and New Skills for Youth). There is an optimistic outlook that the organization will secure another multi-year investment from JPMC and Siemens, along with a potential new grant from the Lumina Foundation and the ECMC Foundation. As a result of this decision, to present just a ½ year budget, the variance column is removed from the front page of the budget (given that the variance would be comparing a full year income/expense to a ½ year proposed budget). The proposed budget includes the best estimates for the final grant expenditures in FY19, reflecting the proposed carry forward income into FY20, however these numbers will likely be slightly different when the FY19 financials are finalized. The proposed budgets reflect the resources aligned to the completion of grant deliverables. All other expenses are largely derived from prior year estimates.

**MOTION: To approve the proposed Center to Advance CTE FY20 budget.
Ruhland; Burket.
MOTION ADOPTED.**

Mack thanked the staff for their efforts in creating such comprehensive budget documents that clearly lay out the rationale and support for the proposals.

Meeting adjourned at 3:30 pm ET.