

ACTION ITEMS
resulting from the
Executive Committee Conference Call
January 13, 2014

In Attendance:

Dave Tucker, ASC/SFEI Treasurer
 Pamela Creedon, ASC/SFEI Secretary
 Dave Williams, ASC/SFEI Vice Chair
 Barbara Salzman, SFEI Vice Chair

Staff – Jim Kelly,
 Robert Fraser,
 Lawrence Leung,
 Frank Leung

Absent:

Jim Fiedler, ASC/SFEI Chair

Updated February 6, 2014

#	Action Item	Who?	When?	Status
1.	Draft a Committee Charter	Jim F. Leyna B.	TBD	In progress
2.	Draft Committee goals and priorities	Jim F. Leyna B.	TBD	In progress
3.	Discuss \$1.2M (4 months) operating reserve	Jim F. Jim K. Lawrence L.	TBD Exco	Lawrence is investigating
4.	Change financial projections from quarterly to monthly	Jim K. Lawrence L.	TBD	In progress
5.	Schedule meeting of the Development Committee	Jim K. Phil S.	November 19	In progress
6.	Adjust budget to reflect change in multiplier and reserve	Jim K. Lawrence L.	2/28/14	In progress
7.	Address off-set Fiscal Years between ASC and SFEI	Jim K.	February 11	In progress
8.	Review auditor's contract to determine if more explicit language is needed in the future.	Lawrence L.	TBD	Complete
9.	Clarify with staff not to accept contracts that cannot be delivered on time	Jim K.	On going	Complete

Next Executive Committee Meeting
February 11, 2014; 10:00 – 11:30 AM

(Regular meeting conducted via conference call. Notice of Meeting given via e-mail.)

1. Review Minutes – The minutes from the Executive Committee Meeting on November 12, 2013 were approved.
2. October/November Financials – Lawrence Leung reported that in October and November SFEI revenues fell short of expectations. In October, the organization was expecting \$60K in surplus, but it ended up with \$40K. In November, the organization expected \$22K surplus, but ended up with a \$59K deficit. This is due to lower than expected billable hours and two staff going on maternity leave as well as a lower than expected federal projects billing multiplier. Net cash is around \$223K. The organization is trying to expedite major projects under negotiation to increase cash flow. The Klamath Basin Monitoring Program is one such project. The committee requested that the organization more closely track anticipated vacation time and to revise financial projections to a monthly instead of quarterly time-line.
3. Executive Committee Audit Findings, Selection, and Business Model Review – The committee discussed the ASC Audit. There were no findings. There will be a mention of the Federal overhead. The organization engaged the auditor, Ganze and Company, to review business practices. They were slow in responding, so the contract was terminated four months ago. The organization would like to use some of the contract money to review the issue of Federal Overhead.

There will be a finding in the SFEI 2012 audit that shows when the organization is a sub-contractor on a project supported by funds that originated from the Federal government, the overhead must be billed based on the Federal negotiated overhead. A second finding will be that on some projects, the organization received late notifications to proceed and at the end of the project there was not enough time to complete the work. The contract officers requested that the organization bill the rest of the money and put it in a restricted account and bill against that money until the project was complete. The organization has cleared that up and is not continuing the practice. The organization still has \$15K in the restricted reserve and is working on how to return these funds. The organization will be contacting other organizations who have dealt with a similar issue.

The organization will monitor the responsiveness of Ganze to the audits it is working on now for the Executive and Audit Committees to use in their consideration of who to use for the next audit. Staff recommended the SFEI 2013 Audit begin soon, so the decision of whether to retain Ganze will need to be made in the near future.

4. Operations Report – The organization now has 50 employees, which requires the organization to have sexual harassment training for supervisors every two years. The organization will have all employees complete this training.
There was a break-in nearby the organization's building. The organization is working on getting an alarm system installed and it is expected to be active within a week.

The meeting adjourned at 3:00 PM.