



Thursday, November 29, 2018
11pm - 12 pm
400 North Peters, Suite 206, New Orleans

Finance and Development Committee Meeting Agenda

- A. Call to Order and Introduction of Attendees
- B. Board Committee Membership for 2019
 - Commissioner Chair: Commissioner Heidi Raines
 - Commissioner Members: Commissioner Jim Oliver, Commissioner Robert Watters
 - Non-Commissioner Members: *None reported to the Committee Chair at time of posting*
- C. Support Staff: Executive Director Emily Remington; FQMD's Accounting Firm; and other 3rd party support staff, if & when they are approved by the Board of Commissioners
- D. Creation of a Committee Mission Statement
 - 1. **Finance and Development Committee Mission Statement:**

The Committee Chair and Members will provide guidance, direction and oversight for the development and execution of the organization's financial and operational strategic plan, budgets, and activity reporting. In matters requiring Board of Commissioner approval, the Committee will make recommendations to the Board of Commissioners for final approval.

In collaboration with the Board Chair and Board of Commissioners, the Committee will recommend annual fundraising goals for the organization to the Board for approval. The Chair and Members will provide guidance and oversight to the Executive Director for the drafting of financial projections for current funding, potential funding, and funding through grant opportunities. After approval by the Board of Commissioners, the Committee will provide guidance to the Executive Director for execution of board approved fundraising goals.

The Committee will support the Board of Commissioners and Board Chair with organizational strategy recommendations, as well as provide oversight of staff activities as they relate to Board established action item to deliver outcomes.

The Committee will present financial and operational feasibility studies to the Board of Commissioners for final approval. The Chairs and Members will review the financial feasibility of:

- Current organizational funding/programming, and recommend best use of funds

- Budget adjustments to achieve annual and long term organizational goals
- Proposed projects and/or programs and funding to accomplish the desired outcome

E. Development of Committee Goals for 2019

1. Finance & Development

- Support all FQMD Committees in the areas of financial review, program feasibility, and financial sustainability
- Review and propose restructuring of 2019 Budget to allow for:
 - Financial Feasibility of Current and Future Programming
 - Accurately allocate expenses by project: to include staff time allocation, admin expense allocation, vendor expenses, etc.
- Implement financial software that allows for reporting and analytics
- Provide review of financial reports prepared by the Executive Director for presentation to the board. Reporting shall, at minimum, include:
 - Budget to Actual
 - Budget to Actual Projected to FY End
 - Cash Flows Statement
 - Accounts Receivable
 - Accounts Payable
 - Balance Sheet
 - Use of Funds
- Obtain bids for a 3rd party controller
- Configure accounting and reporting to be structured by program or initiative
- Evaluate the financial feasibility for proposed initiatives and projects and act as the clearinghouse for organizational initiatives utilizing organizational funds
- Collaborate with the Board and Board Committees to identify ways to maintain funding or seek additional funding and communicate these opportunities to the Executive Director for execution.

2. Organizational Development

- Collaborate with the Board Chair, Board Commissioners, and FQMD Committees to establish a clear plan for the Executive Director's execution of organizational initiatives
- Develop a clear organizational structure that facilitates accountability and outcomes
- Develop criteria or policies for core functions of the organization's staff and volunteers
- In partnership with the Board Chair, provide guidance to the Executive Director for the development and execution of the organization's work plan; strategic plan; and budgets to ensure organizational goals are accomplished, documented, presented, and archived
- In partnership with the Board Chair, provide guidance on monthly and annual reporting & communication by reviewing the reports compiled and drafted by the Executive Director
- Monitor organizational activities, progress, and outcomes

C. 2019 Government Affairs Committee meeting dates and times

- 1st or 2nd Monday of each month @ 4 or 4:30 pm

D. Adjourn