

**PACD Ways and Means Committee
Wyndham State College
Tuesday, January 22, 2020
11:15 am to 12:15 pm**

Welcome and Roll Call

Chair Sonia Wasco welcomed everyone and called the meeting to order at 11:15AM a.m.

Committee members in attendance: Judy Becker, Northumberland; Mary Ann Bower, Clinton; Dean Druckenmiller, Berks; John Dryzal, Cambria; Bill McFadden, Lehigh; Donna Zofcin, Forest; Cliff Lane, McKean; Sonia Wasco, Lancaster; Samuel Worley, Franklin.

Others in attendance: Charles Durista, Westmoreland; Michael Hubler, Northumberland; Glen Seidel, Berks; Chris Thompson, Lancaster; Shawn Wessell, Jefferson; Randall Leisure, Lebanon; Katie Doster, Lebanon; Kristina Heaney, Monroe; Duff George, Cumberland; Lynn Stauffer, Northampton.

Minutes of Previous Meeting

The minutes of the previous meeting were provided to members for their review.

It was moved by Bill McFadden and seconded by Sam Worley to approve the minutes of the July 17, 2019 meeting.

Motion was carried.

Update on PACD Front Street Property

Sonia Wasco gave an update on the sale of the Front Street property. Settlement is anticipated before January 31. The appraisal and loan application have both been completed.

Review of FY 2019-2020 Financial Reports

The board reviewed the mid-year financial reports for fiscal year 2019-2020. The board decided to table all budgetary decisions until after the sale of the building. The board also requested a detailed list of both capital improvements and technology needed by staff so at the next meeting a budget can be placed for those 2 items.

It was moved by Bill McFadden and seconded by Donna Zofcin to use budget line items that will not be needed after sale of the building to fund with three quarters into the Capital Improvements and one quarter into the Technology line items.

Motion carried.

The Board asked PACD staff to gather quotes for a new phone system, new carpeting and new LED lighting by the July meeting.

The Board also requested a conference call after the sale of the building to look at these items on the budget prior to July meeting. A doodle poll will be sent out in early April to set the date for the conference call.

3 Year Preliminary dues structure

The 3-year preliminary dues structure, for fiscal years 2019-20 through 2021-2022 were reviewed.

DRAFT budgets

The draft budgets for fiscal years 2020-21 and 2021-2022 were reviewed.

PACD Staff Wage Percentage Breakdown

A copy of the PACD staff wage percentage breakdown was reviewed.

PACD staff prepared an overview of how staff wage expenses are allocated on a percentage basis between restricted grant funding sources, and PACD operating funds.

The board entered discussion of a possible contingency plan. Since PACD staff is 95% funded through grants, other avenues of funding should be looked at and a contingency plan should be developed.

New Business

The Ways and Means committee reviewed the roles and responsibilities of the committee. The committee discussed exploring private funding opportunities for the PACD, association activities.

Adjournment

It was moved by Bill McFadden and seconded by Donna Zofcin to adjourn the meeting at 12:15PM.

Motion carried

The meeting was adjourned at 12:15PM.