

West Tisbury Finance Committee Meeting
Zoom meeting
June 8, 2021
Approved 9-14-21

In Attendance: Greg Orcutt, Doug Ruskin, Clark Rattet, Cathy Minkiewicz, John Christensen

Also present: Kathy Logue, Skipper Manter, Bruce Stone and Janice Haynes

Greg called the meeting to order at 5:00 pm

Minutes:

- **Minutes of May 11th and May 18th:** There were no edits to May 11, and one spelling correction to May 18th which Janice will fix before posting.

Clark made a motion to approve the Minutes of May 11, 2021. Doug seconded. Roll call vote; All in favor.

John made a motion to approve the Minutes of May 18 with the corrections made. Clark seconded. Roll call vote; 3 in favor, 2 abstentions; John and Cathy who were not present at that meeting. (3-0-2)

Reserve Fund Transfer:

- Kathy Logue had a couple of fiscal year-end requests and explained them. (\$500 to Medicare and \$50 to life insurance).

Clark made a motion to approve the Reserve Fund Transfers for \$500. Doug seconded. Roll call vote; All in favor.

Clark made a second motion to approve the Reserve Fund Transfers for \$50. Greg seconded. Roll call vote; All in favor

Bruce mentioned that after these two, there is still about \$39 thousand available and that requests can still come in and be paid thru July 15th.

Review of Annual Town Meeting:

- The Board discussed the outcome of the meeting and spoke about holding everyone equally accountable to their budgets, and other budgeting topics. Doug would like to invite the Financial Management Team to a meeting to have a discussion and requested it be on a future agenda.

New Business:

Financial Management Team:

Greg would like to see a member of the Finance Committee be a part of the Financial Management Team. Bruce explained how the team was created with members of the financial staff and also emailed the Board with some documents about its creation. Discussion followed. Bruce also mentioned that he is working on a Financial Policy and Procedures manual, pulling all the random policies together. Doug mentioned that on the website there is no option to sign up for notifications for agendas or minutes for the FMT. Janice will look into that. John pointed out that a lot of the knowledge resides in individuals minds and it could be lost if they leave for some reason. He recommended codification of the info.

Old Business / Topics Not Anticipated:

Doug brought up some topics that he would like on future agendas, before we get around to budget season again. There was discussion but no action taken.

Correspondence & Scheduling: There were no correspondence.

Next meeting will be Tuesday July 13th at 5 pm.

*With no further items to discuss, John made the motion to adjourn. Cathy seconded.
Roll call vote – all in favor*

Meeting adjourned at 5:46 pm

Respectfully submitted,
Janice Haynes
Administrative Assistant