

Rose Kennedy Greenway Conservancy
April 23, 2013 FARMC Meeting
9:00 A.M. 185 Kneeland Street, 2nd Floor
Meeting Minutes

FARMC: John Pregmon, Bob Gore, Maggie Hunt, Chris Fincham, Susanne Lavoie
RKGC Staff: Jesse Brackenbury, Lisa Schimmel, Amy Dwyer, Natalie Theys

MINUTES

FARMC Co-Chair Bob Gore welcomed everyone to the meeting and asked for a motion to approve the minutes from the April 3, 2013 Finance and Audit Risk Committee (FARMC) meeting. The motion was duly seconded and the meeting minutes were approved.

Feeley & Driscoll Presentation

Mike Downey from the Conservancy's auditors at Feeley & Driscoll presented to the FARMC a pre-audit communication that outlined the role of the auditors and the audit process. He discussed the timing of the audit and its scope. He said the audit would focus on a number of audit areas including investment securities, net assets, contributions and grants as well as compliance with grants. Mr. Downey also noted that there were no FASB updates impacting the Greenway Conservancy this year.

There was a brief discussion of the reasoning behind the Conservancy's June 30th fiscal year. It was noted that it was done initially to mirror the State's fiscal year to allow for better coordination with the State. The FARMC and staff discussed the difficulty of having a fiscal year which starts in the middle of the Conservancy's busy season. Once a new lease is in place, the FARMC and the Board may discuss changing the Conservancy's fiscal year.

Conservancy staff took a moment to ensure that the FARMC members understood that the MassDOT supplementary schedules attached to the audited financial statements are not considered part of the audited financial statements. Mr. Downey agreed. He noted that although F&D performs limited review procedures on these supplementary schedules, they are outside the scope of the audit. Jesse Brackenbury, COO, noted that the working relationship with Feeley & Driscoll and Mike Downey was very good and continues to develop.

FY14 and FY13 Budget Update

Mr. Brackenbury updated FARMC members on the FY14 budget noting that it is very close to being a balanced budget. A number of factors have made this possible - salary savings; elimination of the public art master plan; an altered education program; increased revenue from operations; and, anticipated philanthropic "Bridge BID" contributions. MassDOT has verbally indicated level funding for next year.

The finance team has sent out budget guidelines to all departments and will be meeting with them next week to finalize proposed FY14 departmental budgets.

The board inquired about this year's Gala. The Committee was encouraged to follow up with Jodi regarding help she may need in contacting individuals to support the gala.

The FARMC reviewed FY13 budget to actual expenses. Most departments were slightly under budget primarily due to salary savings, savings in legal costs due to generous in-kind donations from Goulston & Storrs, and administrative cost savings.

Health Benefits and Other Personnel Benefits

Conservancy staff discussed the issues of benefits with the FARMC noting that open enrollment was beginning on May 1st. FARMC reviewed competitive cost proposals. Conservancy staff recommended staying with our current health care provider of Harvard Pilgrim at a reasonable rate increase of 6%. Dental would also remain with the current providers. The FARMC made a motion to accept the staff recommendation to stay with current health and dental care providers; duly seconded the motion was adopted.

There was additional discussion with Conservancy staff and the FARMC on life and disability insurance. Staff had done research on competitive rates noting that there would be no change in rates with our current provider, Sun life; a slight increase in rates with Guardian; and, a slight decrease in rates with UNUM. The Committee briefly debated and determined that the Conservancy should go with UNUM. A motion was made and duly seconded and authorization to switch to UNUM was approved.

Whistle Blower Policy

The Conservancy's Whistle Blower Policy was reviewed by the FARMC. FARMC made no revisions to the policy. Conservancy staff will review the Whistle Blower Policy at the next All Staff Meeting.

Procurement Policy Update

Conservancy staff noted that there was a question on the government contracts exemption in the updated procurement policy adopted at the January public board meeting. The Conservancy contacted the law firm that worked on the policy and were assured that it was appropriately drafted and staff recommended leaving it in the updated document. FARMC agreed and the document will not be amended.

Gala Tent Contract

Conservancy staff updated the FARMC on the competitive process for the procurement of the Gala tent. There was also a brief discussion on the pros and cons of having the Gala on the Greenway. After the May 14th Gala, the Board and Conservancy staff will review the pros and cons of the Gala location.

There was a motion to adjourn; duly seconded the FARMC was adjourned at 10:05 am.