**Internal Committee Notes**

January 15, 2025

3:00 p.m. – 4:00 p.m.

Meeting held virtually via Zoom

Agenda

1. Call to Order – Attendance: Heather Jaconis, Carol Harris, Kathy Siddens, Joyce Kampwerth, Mike Sorth, Sierhah Price, Meredith Osborn, and Rabiu Ahmad.
2. Old Business
   1. 2025 Budget & Re-Org Approved by Board – budget has been approved and the re-org structure is underway. Reorganization plan was shared at the All Staff Retreat in December. Will begin planning with talent management work with Kristy Maxfield of Deaconess Foundation. A lot of plans are in motion to cover the planned budget deficit. New organizational chart will be sent to the committee for review. (Kathy)
   2. Workplan Review – New workplan is being updated for 2025 in conjunction with the updated Strategic plan and will be emailed to the committee
   3. Internal Controls and Procedures
      1. COI and Confidentiality Policy Update – this has been reviewed by attorney and will go back to the board with edits. The merger will also include a separate NDA. Will send to the committee as soon as finalized.
      2. Investment Policy – planned for 2025 – how to use reserves?
      3. Gift Acceptance Policy – strengthen for this year and asking for exemplar policies to be shared
      4. Credit Card Procedures - strengthen for this year and asking for exemplar policies to be shared
3. New Business
   1. Financial Reports – December 2024 Attachment 1

**All documents are on the Internal Committee Portal**

* + 1. Profit & Loss Statement
    2. Balance Sheet-$1.67M
    3. Cashflow Statement
  1. FY 2024 Audit Prep – Scheduled for first week of April and kickoff is 1st week of March.

1. Questions:
   1. Rabiu asked about a summary of how meeting flows will be set for meeting cadence and best practices. Mike asked us about site Monday, Rabiu offered to be a second set of eyes.
   2. Joyce asked about our time study to price our costs for our PC lines of business and services. A clear pricing menu is forthcoming.
   3. Asking for a list of client list of who Ben Feimer is calling on with the ESFE side of PC.
2. Adjourn – 3:42 pm