

**Chicago Continuum of Care (CoC)  
Finance Committee (FC) Meeting Minutes  
December 14, 2016**

Location: All Chicago, 651 W. Washington Blvd., #504

Attendees: Dave Thomas, Jenna Temkin, Robert Cunningham (in person)  
Bill Wallace, Bobbi Ball, David Esposito (via phone)

Meeting Started: 11:07

1. Introductions
  - a. Not enough members present for a quorum
  - b. Minutes from last meeting: Bill didn't create any because he couldn't hear well over the phone
    - i. Dave will try to find his notes from the last meeting and put something together
  - c. How will committee change in the New Year?
    - i. In January, we'll go through slate and get recommitment from all members; we need to add members to this committee even if everyone returns
2. Budget Report
  - a. Bill provided an overview of CoC Financial Summary (see attachment)
  - b. \$22,155 in membership dues revenue
  - c. LEC stipends will come out to \$20,000 total
  - d. Bill discovered a math problem in the summary—Total revenue is \$47,138, not \$36,255
    - i. Bill will send an updated packet to send to the CoC Board
  - e. Proposal said we would take 5% of dues— we decided to cap it at \$1,000
    - i. With \$20,000 going to LEC stipends, we have \$20,000 available for other CoC budget items, none of which has been allocated
  - f. Question from David—Should the whole packet go to board?
    - i. Committee decided that we should provide high level financial info; board won't need waiver letters and specific dollar amount paid by each agency
  - g. Waivers
    - i. Four waivers requested between last meeting and this meeting
      1. Johannes Driesbach, Bacon Therapeutic, Beyth-'el Temple, and St. Leonard's Ministries
      2. Three letters are included in meeting packet, except for Johannes Driesbach
    - ii. Consensus is that this year we don't have clear parameters from membership about how to evaluate the waiver requests, so we'll accept these waivers. We'll speak with Membership Committee about protocol for assessing waivers, so we can evaluate them more formally next year.
3. Scholarships
  - a. Can we use dues money for Lived Experience members to go to meeting and trainings to develop themselves as CoC members?
  - b. Robert-- thinks scholarships for LEC should be provided
  - c. Dave—thinks the issue should be tabled until more committee members are present
  - d. David-- we need to present our recommendation to the board
4. Committee Requests for 2017

- a. No money has been used to honor committee requests this year
  - b. Once the CoC year starts on April 1, we will start honoring committee requests
  - c. David— We need to develop a process for committees to request funds and communicate that to committees. Should the request go through all Chicago as the collaborative applicant?
    - i. Dave—We're trying to finalize what the dues can be paid for; once we know those things, then we will create a process for how committees can request funds
    - ii. Jenna will develop that process and send it out to the committee to get feedback
5. Meeting with Membership Committee
- a. Jenna will arrange a meeting between the leadership of each committee in January to discuss the following
    - i. What should happen if people don't pay membership dues?
    - ii. What is the procedure for evaluating waiver requests?
    - iii. Membership needs to communicate to Finance about what constitutes a member
    - iv. The membership application should lay out what membership responsibilities are
6. Other Business
- a. Meeting two weeks before the Board Meeting still works for our meetings next year
    - i. Jenna will take the lead in developing agendas and meeting dates in the future
7. Adjourned: 11:53am