

BINGHAMTON AUXILIARY SERVICES CORPORATION

Board of Directors Regular Meeting

Friday, April 26, 2019 at 12:00 p.m.
Couper Administration Building Room 606

Agenda

1. Call to Order (Fauci) and Roll Call (Bennett)
2. Public Comment Period (Pursuant to NPC § 605 and Public Officers Law §§ 100–111) (Fauci)
3. Board Member Comment Period (Fauci)
4. Information Item: Acknowledgement of Service to the Board and Introductions
5. Information Item: 2019-20 Annual Audit Update (Maliwacki)
6. Action Item: Approval of Minutes of February 1, 2019 Regular Meeting (Bennett)
7. Action Item: Approval of April 12, 2019 Financial Report (Bennett)
8. Action Item: Approval of BASC Annual Budget 2019-20 (Bennett)
9. Action Item: Approval of the Policies on Risk Management, Investment, Reserves (Ellison)
10. Information Item: Executive Director's Report (Ellison)
11. Adjournment

Public Instructions on Addressing the Binghamton Auxiliary Services Corporation Board of Directors: Members of the public are welcome to address agenda items that come before standing and special meetings of the Board. Comments should pertain to the agenda or Corporation-related matters and not to specific issues that are the subject of collective bargaining, individual grievances or appeals, or litigation. Written comments are also welcome and will be distributed to the members of the Board. The purpose of public comments is to provide information to the Board, and not to evoke an exchange with Board members. Questions that Board members may have resulting from public comments will be referred to appropriate staff for response. In fairness to all speakers who wish to speak, and to allow the Board to hear from as many speakers as possible, while at the same time conducting the public business of their meetings within the time available, the President of the Board will determine and announce reasonable restrictions upon the time for each speaker, and may ask multiple speakers on the same topic to limit their presentations. In most instances, speakers will be limited to no more than three minutes. The totality of time allotted for public comment at the board meeting will be 30 minutes, and speakers will be scheduled for appropriate time in accord with the numbers upon sign up. Speakers are requested to make the best use of the public comment opportunity and to follow the rules established.

APPROVED MINUTES 10/4/2019

BINGHAMTON AUXILIARY SERVICES CORPORATION

Meeting of the Board of Directors: April 26, 2019

Couper Administration Building, Binghamton University

- 1) Darcy Fauci called the meeting to order 12:10pm and Janice Bennett called the roll. Attending: Janice Bennett, Richard Caldicott, Deanne Ellison, Darcy Fauci, Catherine Maliwacki, Tarun Mastana, Heather Parks, Brian Rose, Rachel Turner, Brian Rose (absent: Cornelia Mead, Jerry Toussaint)
- 2) Public Comment Period: There were no members of the public attending
- 3) Board Comment: Richard Caldicott motioned to amend the agenda to include the BASC Student Representation Resolution as line item 10. Cathy Maliwacki seconded, motion carried.
- 4) Acknowledgment of Service to the Board and Introductions: Deanne acknowledged the students on the Board to thank them for their service and work they have done this year with the BASC.
- 5) Audit Update 2019-20 – Cathy Maliwacki. A meeting has just been set for May 3. This is the Audit Entrance Meeting where the new audit firm, The Bonadio Group will outline the process of the audit for this year. It was noted that this is a new firm so there will be a learning curve for them. The Audit needs to be wrapped up by late August to be submitted with the SUNY report.
- 6) Approval of draft minutes from February 1 meeting. Moved by Brian Rose, seconded by Tarun Mastana to approve the minutes from as presented, motion carried.
- 7) Financial Report – Janice Bennett. Janice reviewed the updated report of budget and expenditures through April 12, 2019. Janice indicated that staffing expense has been posted for Quarter 2. Quarter 1 expense was not required because the contract with the state was not approved until October 2018. Revenue is also slightly up compared to projections. Moved by Cathy Maliwacki, seconded by Brian Rose to accept the financial report. Motion carried.
- 8) Approval of Annual Budget for 2019-20- Janice Bennett. Janice presented a tentative budget for 2019-20 and reviewed revenue and expenditure line items. Most items remain relatively flat with minor adjustments to reflect 2018-19 actual revenue and expenditures for those lines. Moved by Cathy Maliwacki, seconded by Richard Caldicott to accept the 2019-20 annual budget as proposed. Motion carried.
- 9) Approval of Risk Management, Investment and Reserve Policies - Deanne Ellison.
 - a. Motion by Richard Caldicott, seconded by Tarun Mastana to bundle the policies for approval. Motion carried.
 - b. Moved by Brian Rose, seconded by Richard Caldicott to accept the financial report. Motion carried.
- 10) Resolution to Amend the BASC Student Representation – Richard Caldicott. Richard presented a resolution to amend the BASC bylaws to add an additional seat to the BASC Board of Director so that

the total would be 10. The additional seat would be create an additional “student-at-large position” to be rotated among the residential communities. Richard requested that this resolution be added to the next meeting agenda for discussion. Motion by Darcy Fauci, seconded by Tarun Mastana. Motion carried.

11) Director’s Report – Deanne Ellison. Deanne shared that as discussed at the February meeting, the next three policies to be brought before the board would be Travel, Public Relations Expenditures, and Delegation of Authority if the board agreed. These intent behind working on these policies next would be to better define the roles of the officers of the Board, create separation of duties for better internal controls and create agility for corporation in managing SUNY and State guidelines.

12) Adjournment: Motion by Brian Rose, seconded Richard Caldicott and the meeting adjourned at 12:41pm.

Janice Bennett
Staff Support to the Board