

Finance and Management Meeting: November 20, 2003  
Eastwind Center – 2408 SW Halsey - Troutdale

ECOS Account Balances: 2003 Beginning balances all accounts: \$40,604.89

**2003 Projected 501 c3 ECOS Expenses:**

D & O Insurance & General Liability Insurance	\$1150
Web page/server and maintenance	1200
Bookkeeping/accounting	600
Postage/supplies	500
Corporate fees/misc.	300
Match for RIB grant	2000
<b>Total Projected non-grant/project Expenses:</b>	<b>\$5750</b>

**November 20, 2003 – Meeting Notes**

Present at meeting: Gwen Nothwang, Maren Peterson, David Dragavon, Derek Beaudry, Patti Swanson, Lennea Cordray, Joan Pasco.

Account balances ( as of November 1, 2003):

Business checking: \$2,222.10

Money Market: \$18605.17

**Total: \$20,827.27**

**ECOS Restricted:**

**Regional Investment Board Grant** – Ending balance – 10-23-03 = \$18,971.50

Invoice 11-20-03 - \$2475 Project Management – Joan Pasco

Ending Balance November –\$16,496.50

**Verizon Job Coach Institute Grant - \$10,000**

**Balance: \$432.79** (\$200 A/R –Dahn Lam – tuition – has been billed) = \$632.79 – keep in account to renew Private Career School Licenses and required tuition fund deposits

Invoice: \$35.72 – Oregon Dept. of Ed – Tuition Fund – required

**Balance 11/20/03: \$397.07**

**Dubois Salon Grant: no up front funds – straight reimbursement on expenses**

Invoice #1 = \$24,545.35 received September 21, 2003

\$22,545.35 = training set up for DuBois Spa and Salon

\$2000 = ECOS for project management

Invoice: Joan Pasco – Project Management: \$1650

**ECOS unrestricted – indirect: \$350**

Invoice #2: \$13,449 invoiced on October 6, 2003 – payment received 11/18/03

\$12,453 – Dubois Salon

\$562.50 – Joan Pasco – Project management

**\$433.50 – ECOS unrestricted**

**NEW: OECDD Grant for International Marketplace = \$50,000**

No funds received to date – contract has been signed – Payments will be made quarterly beginning in January. \$7142 for seven quarters thru 06/04

**Indirect = \$4000 – Unrestricted – will be part of quarterly pymts through June 2005.**

**Marketplace - \$46,000 – Restricted to project scope of work**

**Total restricted funds in bank accounts – November, 2003:      \$16,893.57**

**ECOS Unrestricted funds: beginning balance 1-1-03 =                      \$6,679.09**

**October unrestricted balance after invoices and including income = \$4203.73**

November Income to unrestricted:

Interest income from MM - \$12.75

November Invoice from unrestricted:

\$40.00 Color My Web – Web page

**November unrestricted balance after invoices and November income = \$4176.48**

**Grants pending/applications have been submitted:**

National Endowment for the Arts: \$48,700 (marketplace) –submitted 8-18-03 awards announced in April 04.

Verizon Foundation - \$9500 for Job Coach Institute – They are out of funds until Jan. 2004 at which time we will re-submit.

The Miller Foundation: In partnership with the Center for Advanced Learning: Interactive experiential learning for students and area employers: \$250,000 a year for three years – will submit by end of November

The Public Welfare Foundation: \$38,000 for the Bi-Lingual Job Coach Institute and the International Marketplace – Board has approved - in process of writing this one

Oregon Arts Commission: \$6500 to support marketing and outreach for the Marketplace – submitted on October 30th

**Finance and Management agenda items:**

**Motion/Second/carried to approve payments of the following invoices:**

**Restricted:**

**Marketplace = \$2475 – Project Management – Joan Pasco**

**Job Coach - \$35.72 – Oregon Dept. of Ed. – Tuition Fund – required**

**Unrestricted:**

**Web page = \$40 – Color My Web**

**New grants: approval needed – M/S to approve - carried:**

\$10,000 request to the Jackson (US Bank), Collins, and Schnitzer Foundations for scholarships and support for the Job Coach Institute...

\$150,000 request from the SOROS Foundation – in partnership with Central City Concern – to fund planning for development of enterprise designed to employ ex-offenders.

\$4000 application to the Gresham Employment Dept – Community Development Fund to establish a \$1000 fund for emergency services and training needs and to fund 5 \$600 scholarships to the 2004 Job Coach Institute (now called the InterCultural Coaching Institute). Joan will prepare a formal request and submit to Lennea Cordray for processing.

**Report from Nominating Committee:** Debbie Foote has been nominated to serve a two year term as ECOS co-chair. She has accepted. The board will be asked to approve this appointment on December 17<sup>th</sup>.

**Report on School Aged Policy Framework:** Patti gave an update on changes in application process/timeline and funds available. \$300,000 was transferred from Region 5 to Region 6 due to an earlier accounting error.

**Other agenda items** for the December 17<sup>th</sup> meeting – location - Center for Advanced Learning, Room 112:

Annual Meeting discussion – January 28<sup>th</sup> – no host breakfast, team building and issue development for 2004; updated progress report for 2003; new board co-chair is seated...

Project Reports: Joan will prepare a written summary of all projects for the December Board Meeting.

Report on the Council of State Governments Re-entry Policy Advisory Council final meetings and reporting process. Both Bob Visdos and Joan Pasco participated in the November meetings in DC.

Joan will find a speaker that can address the changes in workforce policy under this administration.

(note: Claire Berger, Workforce Analyst for the Governor will attend the December 17<sup>th</sup> meeting to make a presentation and answer questions.)