

transaction testing in agency funds. She explains that large samples of receipts and disbursements are taken to see if the item is processed through the system correctly, charged to the right expense accounts. The results show that things to be mindful of are proper authorizations. **Rose** shifts the focus to cash concentrations, and the excess in certain bank accounts. One of the banks collateralizes and the other does not. Steps were taken to remedy this by taking some of the money and putting it in the investment portfolio, this will ensure accounts are not exceeding the FDIC limits. **Rose** notes that it is important to follow along with financial markets with the rules and to be mindful of regulations of which bank you are using. **Rose** next recommends service agreements for relationships CAS has (such as with the Children's Center), which have not been memorialized into writing. **Rose** suggests creating a memorandum of understanding to ensure each party is aware of who does what. **Rose** asks if anyone has any questions. **Rachael** asks **Rose** about CD's and recommendations of where to invest.

Rose continues to the next document they will discuss, which is the financial statement. The first page is the opinion, this is an unqualified opinion which is desirable. **Rose** notes that the opinion explains responsibilities. Page 3 is the statement of financial position or the balance sheet, which is a snapshot of everything CAS has and owes out, and what is left over as of May 31st. **Rose** notes that the numbers did not deviate too much throughout the year. She then states that the impact of COVID is finally disappearing from financial statements. Investments went up because money was moved into the portfolio (CD purchases), there weren't a lot of big swings. Noticeable differences will be in the asset and liabilities section of this financial information. The new terminology used for operating leases is a right of use asset. The standard changed to give better transparency and comparability between organizations. **Rose** adds micro-fridges are the only equipment which is currently being leased.

The statements of activities on page 4 show the annual revenues and expenses broken down by the different functions. In the back the supplemental schedules provide greater detail of what makes up the numbers. **Rose** noted that there weren't a lot of big changes, but a noticeable one in the food service area was due to the increase in enrollment. As that number increases so do the food service expenses. The other numbers were flat, and there was a decrease in revenue and expenses in the auxiliary service area because the cable contract ended. **Rose** concluded in the end that the increase in net assets without donor restrictions was \$1,062,808 which is added to fund balance.

The statement of functional expenses on page 5 is also a requirement for all not-for-profits, which shows "big expense line items" across the different program services. **Rose** presented the statement of cash flows, explaining that, "it walks you through in what you spent money on, what you received money for," etc. **Rose** then mentions the footnotes, the first note is related to policy and the only change is on page 8 in the note regarding the lease standard. The Investment note mentions the change in the composition of investments: the addition of CD's, no bond funds, and exchange traded funds. There is also an investment policy, and the account was traded in accordance with the policy. **Rose** mentions fixed assets and notes payable which was the old PPP loan which was forgiven last year. The note remained because of the comparative statement, also note the pension plan and the details of programming expenditures, discussion on commitments and contingencies, outstanding contracts, and expiration dates. The discussion then turned to the food service contract and provisions related to the contract. An explanation of the lease notes and breakdown of the payout and the conversion to bring you back to present value which gets you back to the number on the balance sheet.

Rose then talked about subsequent events, things that happen after the date of the financial statements. There were new 5-year agreements signed with the campus bookstore and the snack provider.

Rose states it was a solid year, and that the balance sheet stayed fairly flat, as well as noting the ability to add money to the fund balance, while maintaining a trend in the right direction. **Rose** asks if there are any questions. **AnnaLynn** asks about vending, mentioning the massive difference in the percent we get back between snack and beverage food service and asks if the contract is with coke? **Melinda** states it is true we did lose a lot of money this year compared to last year in beverage sales, sales were down across campus. However gross sales for snacks were up across campus. **Steve** states this is one of the reasons CAS was happy that Liberty Coke wanted to get completely out of the vending business and turn the business over to Triple J (the current snack vendor). **Steve** clarifies that these are two separate companies. The Coke distributor that supplies the syrup for the legacy machines used to be responsible for filling the vending machines, however, they did a poor job stocking the machines last year. So, the contract was renegotiated with Liberty so they could sell through Triple J. Through Triple J, CAS hopes to see a big improvement with beverage sales. **AnnaLynn** asks if the contract for the halls is with Coke and not Triple J. **Steve** states, that there is separate snack arrangement with Triple J and the beverage contract is still with Liberty Coke (which has assigned Triple J to fulfill), furthering that rates remain the same, and commission also remains the same. CAS hopes for an increase in sales with the switch in vendor. **Rose** then asks **AnnaLynn** if her question was regarding the percentage CAS receives through the contract? **AnnaLynn** says she was originally wondering why there was such a large difference between the snack and beverage numbers and was then looking at the contract expiration date of 2023. **Rose** states snack expired at year end and was renegotiated after. **Brian** then asks about commission rates. **Rose** states that the rate is a negotiated rate which was presented when they pitched the contract. **Rose** then states that the rate is standard and similar from vendor to vendor. **Steve** highlights that there are industry standards, and rates now are the same as when Pepsi was on campus. **AnnaLynn** then asks when the snack contract expires. **Melinda** states that the current contract is a year-to-year agreement, which they did not want to renew due to the current events on campus. **Steve** then states we have 2 years left of our Coke contract. **AnnaLynn** says that she doesn't want Coke, **Steve** asks if she would like Pepsi? **Steve** then clarifies that those are the only options. **Melinda** then states the problem with smaller vending companies like Triple J is they can't afford to provide incentives like bigger companies. For example, the \$50,000 in scholarships. **Melinda** mentioned Triple J wanted to do both snack and beverage vending but concerned stemmed from the lesser commission and incentives. **Steve** says we are in a perfect position, we are getting all the incentives and commission from Coke, while Triple J does all the fulfillment, which they do better. If in two years, CAS were to go to Triple J and ask them to do both, they would not give \$50,000 in scholarships, because they do not have the ability to do so. They also must buy their products wholesale and resell, so their costs are higher, so CAS would have to consider all of this.

Steve then asks if there are any more questions for Rose, there are none, he thanks Rose.

Steve then asks if there are any questions on the Executive Directors report as submitted. There are none. **Steve** then highlights that he and Melinda have agreed that the Thursday Market needs to end. **Steve** goes on to give 2 reasons: First, because it has become a place where small student businesses are coming to sell their goods, which wasn't the purpose, and second because unlike in the past when vendors would come to campus they carried their own insurance, now that we have small unofficial student businesses the insurance is with CAS, and it has been brought to their attention that they are not covered if something happens during the market. **Steve** then states if the business was done through the college the state insurance would cover it but because the contracts are with CAS, we would be liable. CAS has asked about additional insurance, and the carrier says this would be very expensive, exceeding the \$25 fee that we charge. **Steve** believes that the current model doesn't work.

Abby expresses discontent with getting rid of the Thursday market, which she believes is a really big community building aspect of New Paltz, which gives lots of space for tabling on top of selling stuff. **Abby** feels we should try to do all we can to change the model before getting rid of it. **Steve** asks Abby if she has any ideas on how to do that? **AnnaLynn** adds that students are not allowed to operate out of resident halls so the farmers market is the only place they can go. **AnnaLynn** asks for clarification on the insurance coverage of the market. **Steve** gives an example of a scenario: if you are walking on the plaza and fall and crack your head open, you could technically sue CAS. **Steve** adds that liability stems from the contract, and it is an issue we need to be careful of, and as of right now they are currently exposed. Currently there is complete exposure for CAS because we sign a contract which allows them to come to campus and makes them liable, unlike small businesses which carry their own Ryder. **Brian O** asks how much additional insurance would cost? **Melinda** states that the carrier didn't give them an exact answer, but that she understands that some of the student groups could table at the Student Union. **Abby** agrees but notes that there isn't as much foot traffic and **AnnaLynn** adds that it's not the same. **AnnaLynn** asks **Mike** if he knew if the Student Association could cover the Farmers Market? **Mike** says that they would need to look at the Student Association vendor policies, there still is the same issues, that the vending policy is not intended for individual students and personal gains, but instead to bring in organizations that carry their own insurance. The hosting organization then gets a percentage of sales (\$50m flat fee % of sales), and any Student Association club can host a vendor, but have to consider who the vendor is, and if they fall under the vending policy that exists for student clubs? **Mike** then states that he is guessing most of these folks are not part of student organizations are very different from them, so he would need to look at the rules. **Brian** asks us to look at the club rules and how much insurance would cost. **Brian** agrees the market is different than it was when it began but he believes it is a cool way to build a sense of community, and can be educational for student entrepreneurs, furthering that, "it's a good thing and if you walk on the concourse on a Thursday, it's different than any other day." **AnnaLynn** mentions tours are brought through there, **Abby** mentions conversations in Pre Cab about creating school traditions and community at New Paltz. **Abby** mentions how upset she was when **Steve** mentioned the possible change. **Steve** says he noticed and believes **Abby** is not the only passionate one and the general sense is that we need to find a way to make this work even if not through CAS. **Steve** asked Rose if she knew of a way to make it work through SA, **Rose** mentioned a possible entrepreneurial club. **Mike** then notes that they would have to consider how many of the dollars can go to the creator? **Mike** mentioned the Clay and Pottery club where 50% of the sales go back to the department and only a small portion goes to the creator. So, we are changing the cost benefit for the creator. **Melinda** mentions parking, and the time it takes to run the market and of course the insurance. **Steve** and **Melinda**, both agree it is a service to the students. **Rachel** stresses the current difficulties with insurance. **Steve** then recommends we present the board with details of what it takes to run the market (man power, parking spots, insurance costs), and then we can then decide if the benefits outweigh the financial burden. **Steve** is not sure if it can go through the college. **Abby** asks is there a way to get a waiver, "If I attend the market, I am waiving my right to sue." **Steve** states it an open space and anyone can walk through it, and the way insurance people think is exposure. **Brian** asks isn't that the case if there is a market or not? **Steve** states if there is no market then the campus is liable not CAS. The state is self-insured. **Brian** then asks if someone fell at a vending machine and **Steve** explained that all the vending companies provide proof of insurance. **Brian** asked what our liability covers. **Melinda** states it covers CAS not the market, that is a separate entity. **Steve** then says he is impressed by how much it means to **AnnaLynn** and **Abby**. **Steve** would like to do some investigating and notes the uncertainty of whether it is worth it to put on the market if it costs CAS \$25,000 a year to run it. **Brian** agrees we need to investigate. **Abby** also offers to help investigate. **Steve** asks **Mike** to help investigate how the Student Association might be able to run the market. **Brian** asks about event

insurance, to which **Steve** recommends continuing the discussion after further investigation, maybe at the next board meeting.

Steve mentions the team's trip to Cornell University, and the PDH remodel project. He expresses his excitement to present to the members in the future, detailing the progress.

Meeting Adjourned: 1:42