



Faculty Student Association of DOWNSTATE Medical Center

Final

Board of Directors Meeting Minutes Wednesday October 30, 2019 - 12:00 noon; Student Center Reading Room

Directors Present were:

Richard Bentley, Administration
Jelanie DeShong, Administration
Sergio Maffettone, Administration
Charis Ng, Administration
Meg O'Sullivan, Administration
Shirley Eisner, COM Faculty
Brigitte Desport, CHRP Faculty
Maria Rosario-Sims, CON Faculty
Julie Rushbrook, GS Faculty
Michael Cupelli, GS Student (proxy to Ms. Herchek)
Alice Herchek, COM Student
Jennifer Herrman, CON Student

Alyson Clarke, PH Student
Augustine Gnalian, CHRP Student

Directors Absent Were:

William Gerdes, Administration
Jordana Schmidt-Swartz, COM Student

Invited Guests Present Were:

James Fuccio, Counsel
David Urban, CPA – MBA, Partner, EFPR Group
Anthony Condoleo, FSA Interim Controller
Mufutau Sadiku, FSA
Schuyler Hooke, Recording Secretary

1) **CALL TO ORDER:** Mr. Bentley called the meeting to order at 12:04 p.m. with quorum being present. To introduce the new CON representative, we had a quick roundtable introduction. Mr. Bentley then offered a formal thank-you to Shirley Eisner, for her many years representing the COM Faculty and Staff. This is Dr. Eisner last meeting. A representative from the COM has been chosen, and will be invited to the January meeting.

2) **SECRETARY'S REPORT:**

- a) Mr. Bentley reiterated to all the importance that all Board members familiarize themselves with the FSA Board of Directors Handbook which is available on-line.
b) The draft minutes from the prior meeting held July 17, 2019 had been emailed and correction of "council" to "counsel" was noted.

MOTION: To approve the corrected July 17, 2019 minutes as presented made by Mr. DeShong, and seconded by Mr. Maffettone. **Motion carried unanimously.**

- c) Meeting dates for calendar year 2020 were proposed, all Wednesdays at noon in the Student Center Reading Room: January 22, April 15, July 15, October 21.

MOTION: To approve the proposed 2020 meeting dates made by Ms. Herrman and seconded by Mr. O'Sullivan. **Motion carried unanimously.**

3) **Due to the schedule of our guest presenter we will skip to Item D on the agenda:**

TREASURER'S REPORT: Sergio Maffettone

- a) Mr. Maffettone gave the floor to David Urban, CPA-MBA, Partner of the accounting firm EFPR group who did the audit of our financials. He presented the [CPA FYE 5/31/19 Financial Statement](#) Closely went over presentation, noted that the most significant change is the expense from \$530 in '17-18 fiscal year for equipment to \$292,000 in '18-19. This covered the cost of equipment for the parking restructuring, which will amortize over the next few years. Also the \$0 balance at the end of the year takes into account the monies provided by the HSCB Foundation. This year's audit was a little delayed due to using a new accountant, plus the uncertainties of the parking situation. Also, there are new standards on both lease and grant accounting. Our tax returns are in draft process and will be submitted by April. When returns are ready, board members will be notified and are encouraged to review, making sure that their names are correct for formal submission; (including degrees, titles, etc.) Mr. Urban then reviewed the [Management letter with responses](#). He reiterated that nothing in this letter should raise any concern to the Board of Directors, this is just a standard accounting situation and review. Following discussion which included comments confirming that the Student Governing Board of each college monitors their own funds under SUNY guidelines, Ms. O'Sullivan moved and Mr. Maffettone seconded:

Faculty Student Association of Downstate Medical Center, Inc.

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MOTION: To accept the audit of the 2018-2019 audit as presented by the David Urban representing EFPR Group.
Motion carried unanimously.

4) **PRESIDENT'S REPORT** Richard Bentley

- a) Parking Update. FSA is operating the front door valet service, and parking lots at 355 Lenox Rd, 225 Clarkson Ave, and 324 Winthrop St. The UPolice Parking Office continues to manage 329 Clarkson Ave and 711 Parkside Ave. locations, currently available only to non-union members. Planning for 1/1/20 to implement union rate negotiation settlement rates and expand to remaining parking locations (329 Clarkson, 711 Parkside, and KCH locations – 581 Clarkson Garage and 600 Albany Ave.) UPolice/Parking planning survey for customer lot preferences to make new lot assignments, complete with waiting lists. Once union rates are finalized and approved, the two-month implementation process will take place.
- b) ATM Update. Verizon Wireless signal has been unreliable, and we are currently running on a temporary extension of the contract for ATM with Chase while the campus accepts bids for a bank to provide all services. We are seeking to add a second ATM at the Eastern end of campus, and move the present ATM to the spot in PHAB designated for such, using a hard wire that will be more reliable. Also looking for spot to relocate the Café 101 Coffee Cart.

5) **OPERATION'S REPORT:** Anthony Condoleo [FSA Operations Report 2019-10-30](#)

- a) Mr. Condoleo gave a quick overview of the Operations report. SAF accounting is updated through 8/31/19; September should be done next week.
- b) Blackbaud training remains pending.
- c) Audit presented earlier by Mr. Urban.
- d) Bookstore numbers are better than projected since we do not have a manager at this time, and are minimally staffed. Cap and gown sales provided a big boost at beginning of the year. As in previous years, loss will be covered by Foundation.
- e) Brief mention of continuing desire to hire fulltime controller for both the FSA and HSCBF.
- f) It was suggested that going forward, these financial forms be brought as hard copies because the review of number is so quick, and the screen is not an optimal way to review this.

6) **NEW BUSINESS:**

- a) **Annual election of Officers for the Board of Directors.** Nominations were made: President: Richard Bentley, VP: Jennifer Herrman, Secy: Meg O'Sullivan, Treasurer: Sergio Maffettone, Asst. Treasurers (for check-signing purposes): Peter Ljusic, Avion Ambrose. Motion to accept the slate of officers as presented by Mr. DeShong, seconded by Dr. Rosario-Sim.

MOTION: To elect the slate as presented **Motion carried unanimously.**

7) **ADJOURNMENT:**

With all business before the board concluded, Ms. O'Sullivan moved and Ms. Ng seconded that:

MOTION: The meeting be adjourned at 1:08 p.m. **Motion carried unanimously.**

Respectfully submitted by:



Meg O'Sullivan, Secretary

Reminder: Next Quarterly Board meeting will be on Wednesday, January 22nd (noon; Student Center Reading Room.)