



Faculty Student Association of DOWNSTATE Medical Center

Draft 2 1/28/19

Board of Directors Meeting Minutes Wednesday January 23, 2019 - 12:00 noon; Student Center Reading Room

Directors Present were:

Richard Bentley, Administration
William Gerdes, Administration (proxy to Mr. Bentley)
Sergio Maffettone, Administration
Charis Ng, Administration
Meg O'Sullivan, Administration
Shirley Eisner, COM Faculty (proxy to Ms. O'Sullivan)
Brigitte Desport, CHRP Faculty
Maria Rosario-Sims, CON Faculty
Julie Rushbrook, GS Faculty (proxy to Ms. Ng)
Michael Cupelli, GS Student
Alice Herchek, COM Student
Elizabeth Moccia, COM Student
Charles Park, CON Student
Rachel Radigan, PH Student
Catrisha Duret, CHRP Student

Directors Absent Were:

Jelanie DeShong, Administration

Invited Guests Present Were:

James Fuccio, Council
Anthony Condoleo, FSA Interim Controller
Isaac Wolf-Tanner, FSA Bookstore manager
Mufutau Sadiku, HSCBF Controller
Rabani Bharera, outgoing COM Student
Schuyler Hooke, Recording Secretary
Marcos Lainez, Photographer

- 1) **CALL TO ORDER:** Mr. Bentley called the meeting to order at 12:09 p.m. with quorum present. A roundtable introduction with one new FSA Board member, Alice Herchek who has recently been elected as new of Medical Student Council Treasurer.
- 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 \(link\)](#), available on-line.
 - b) The prior meeting 10/24/18 draft minutes had been emailed and reviewed. One typo, and 2019 meeting date corrected to Wednesdays on January 24th, April 17th, July 17th, and October 16th. Mr. Maffettone then moved and Dr. Rosario-Sim seconded:
MOTION: To approve the [October 24, 2018 minutes \(link\)](#) as revised. **Motion carried unanimously.**
- 3) **PRESIDENT'S REPORT** Richard Bentley
 - a) **DMC Parking Services Planning Process.** The campus parking committee's plan was expected to be discussed at today's meeting remains in the campus committee process, expected to be finalized soon. In general, the plan will replace the lost parking spaces at State Garage being imminently closed and demolished. Additional parking lots in the vicinity are being negotiated at the King's County Parking garage and an Albany Ave parking lot, as well as added HSCB Foundation properties at Winthrop St., Clarkson Ave., and Lenox Road to achieve near the as possible to the total number of spots being lost in the State garage, but no added capacity. Rates are currently significantly below market rate and this is expected to rise to near market rates. A common/uniform rate at all lots is desired so that, cars assigned to each lot have flexibility to be diverted to other lots as needed depending on daily utilization. An FSA 2018-19 budget that includes parking service cannot be finalized until the campus parking plan is finalized. Once an annual parking budget is ready, it will then be reformatted into the respective FSA fiscal year (June 1 to May 31).
 - b) **Café 101 Coffee Cart/ "Grab and Go":** FM&D is re-tooling the initial plan created several years ago for constructing and relocating the current temporary space back to the 450 Clarkson Ave. lobby.
 - c) **ATM relocation:** FM&D is reanalyzing the floor load capacity at the planned PHAB lobby alcove to enable moving the ATM from its current temporary location back to the 450 Clarkson Lobby.
 - d) **FSA-SUNY contract** approval process remains in the contract approval process.

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e) An RFP for the future annual CPA services is in process. FSA's Current CPA PKF O'Connor Davies is among the bidders. The RFP includes CPA audit services for multiple DMC affiliated corporations including FSA, HSCB Foundation, Children's Center, and several other affiliated entities. Combining all auditing services is hoped to bring in more competitive CPA service costs. This should be completed by our next meeting.

4) **OPERATION'S REPORT:** Anthony Condoleo [Operations Report January 2019 \(link\)](#)

Mr. Condoleo reviewed the Operations Report.; with key points:

- a) SAF and TA accounting reports are disseminated for period through 11/30/18. December reports to be disseminated by next week.
- b) Blackbaud training still yet to be scheduled, to enhance report formats and automate monthly report production.
- c) Income Statement is a reconciled snapshot for first six months of FSA's fiscal year, 6/1 to 11/30/18. We were unable to present a reconciled statement as of 12/31/18 at this meeting due to Bookstore's old computer system crash in late December; currently trying to retrieve sales data on its hard drive to reconcile December values.

5) **BOOKSTORE REPORT:** Isaac Wolf-Tanner, Campus Store Manager (see [Campus Store Update January 2019](#))

- a) Lightspeed POS system is working, but sales for end of 2018 not verified due to a crash of the old system. Board continues to evaluate whether DMC needs a bookstore. The bookstore continues to evolve to new sales trends for increased apparel and non-textbook sales, and is a meaningful part of Downstate campus, if it can be more financially sustainable. Lightspeed provides the very needed goal of offering on-line sales.
- b) Mr. Wolf-Tanner has given notice through the end of February to pursue other opportunities. He will assist in recruitment and training his replacement.

6) **TREASURER'S REPORT:** Sergio Maffettone (see [Proposed Revised Budget January 2019](#))

The Proposed 2018/19 Revised Budget now includes needed revisions from the earlier tentative budget adopted in October 2018 to now include input from the Bookstore Manager and other highlights. Due to the ongoing parking planning in process, a comprehensive FSA budget is not yet available, but it will be completed as soon as the campus plan is finalized. After discussion, Ms. O'Sullivan moved and Ms. Herchek seconded:

MOTION: To approve the Revised 2018-2019 budget as presented. **Motion carried unanimously.**

Board members with any questions on any FSA financial matters presented are welcomed to send them to the FSA address FSABusinessOffice@downstate.edu so that the first available FSA officers or Business Office staff can respond.

7) **ADJOURNMENT:** A brief pause was taken to take a photograph of the FSA Board Members to put on the FSA website, providing a more personal human touch to the website.

In anticipation of the next meeting being focused on the presentation of the new campus parking plan, a special meeting will be announced as soon as it is ready and Board members are asked to give it appropriate priority to attend. With all business before the board concluded, Ms. Ng moved and Ms. Moccia seconded that:

MOTION: The meeting be adjourned at 12:50 p.m. **Motion carried unanimously.**

Respectfully submitted by:

Meg O'Sullivan, Secretary

Reminder: Next regular Quarterly Board meeting is scheduled on Wed April 17th, 2019 (noon; Student Center Reading Room.)