

# Avon Volunteer Fire Department – Committee Report

## Meeting Minutes

<b>Finance Committee</b>	<b>Chief Officer:</b>	Tom Kline, Assistant Chief	<b>Meeting Date</b>	April 15, 2024
	<b>Board Representative(s):</b>	Kristen Shaw, Treasurer Stephen Gwizdak, CPA (Assistant Treasurer)		
	<b>Other Committee Members:</b>	Dennis Bianchi, Susan Jansen; Lynn Sedlak		
	<b>Others Present:</b>	Grace Bianchi (Staff)		

## Items Discussed and Key Takeaways

1. The meeting began at 18:00 hours.
2. The Committee identified the following goals for 2024:
  - a) A monthly comprehensive report to the board for a clear financial picture
    - i. reports to include monthly expenses and balance of grants if applicable
  - b) Evaluate Financial Procedures to include:
    - i. Calendar of financial dates for staff projects (i.e. tax abatement, point checks)
  - c) Research and recommend CD investment options
  - d) Letter fundraising goal: \$65,000
3. The meeting concluded at 19:15 hours.

## Next Steps

Description of Activities	Responsible	Due Date
Monthly comprehensive report to the board for a clear financial picture	Kristen Shaw, Treasurer	6/30/2024
Evaluate Financial Procedures	Committee	6/30/2024
Research and recommend CD investment options	Stephen Gwizdak	8/30/2024
Fundraising Letter composed and approved	Dennis Bianchi	8/30/2024

### Next Meetings

Monday, May 20  
Monday, June 24  
Monday, July 21  
Monday, August 26  
Monday, September 23  
Monday, October 21  
Monday, November 18  
Tuesday, December 17  
Company 1 Board Room

4/22/2024 - Draft pending Treasurer review

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