

**EMS COUNCIL EXECUTIVE COMMITTEE
MINUTES
August 16, 2018 (0730 – 0830)**

Present:

Cathy St. Amand, Executive Chair (attending via phone)
Mike Lopez, Chair
Adam Richards, Vice Chair
Patrick Ramsey, Treasurer
Cindy Pavlischak, EMS Office Administrator

NEW BUSINESS:

1. 2019 Budget Draft:

Review information and recommendations from the EMS Council Finance Committee regarding 2019 Budget and approve a budget draft to be presented at the Sept. 11 meeting of the EMS Council.

Patrick reviewed the budget draft from the EMS Council Finance Committee, which met on Aug. 14.

The Executive Committee made the following changes to the draft budget document:

- Increase Withholding Taxes from \$2400/year to \$2600/year to account for increase in health insurance and staff wages.
- Create new line item of Tax Prep under Accounting Services and add the CPA's fee for 990 tax prep (Cindy will check CPA contract for this info)
- Change Website Maintenance Fee to \$630 to include the following:
 - Annual domain fee of \$17.00
 - Monthly website hosting fee of \$17.95 (\$215.40)
 - Annual Virtual Webmaster fee (was \$396 in 2017 and don't expect a change in the fee for 2018)
- Use July 2018 CPI (3.6%) for calculating increase in 2019 agency fees. (July 2017 CPI was used in calculating 2018 agency fee increase.)

Committee asked Cindy to request further info from CPA regarding SEP-IRA contributions and fixed dollar amounts versus percentage of compensation.

**Follow-up: Cindy received email back from CPA (see attached email).

Action: It was M/S/P to recommend the 2019 budget proposal with changes noted above to the EMS Council at the September meeting.

There being no further business, the meeting was adjourned.