

f-19991210-min
LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held December 10, 1999, convening at 9:15 a.m.

The following members answered present to the roll call: Brett Griffith, Sue Ward, Doran Hammett, Shirley Dupps, Ellen Towner, Lou Sidwell, Lynn Hoffer representing Newark, Jack McDonald, Charlotte Porter, Rita Squires and Kathy Donahue representing Southwest Licking, Max Maley, Linda Porter representing West Muskingum, Vicki Oyer and Sandy Mercer. Judy McCord, Dottie Zimmerman, Lillette Holdren, Chris Ciraky, Jana McKee, Jody Anderson, Melody Hewitt and Mary Knicely were also present. Brad Hall arrived at 9:55.

- 00-001 It was moved by Shirley Dupps and seconded by Jack McDonald to approve the minutes of the September 30, 1999, meeting. A vote of approval was taken.

Microfiche for August, September and October and Fiscal Year End Accounting and Payroll CD's were distributed to each district. Updates to the New Treasurers Packet, Reflections Licensing Use Agreements, and Certificates of Attendance were distributed.

There was a discussion regarding a way to keep Month End reports in some form for reprinting and further use. Melody will meet with Jack McDonald about his use of MS Access.

Melody Hewitt reviewed the December '99 Release Highlights. It was noted POPROC will not be released with the next software release. Users that are currently using this program will need to contact Melody to register for training on POSCN.

Mary Knicely demonstrated some of the new programs and enhancement that became available with the December release.

A Y2K discussion followed regarding reports that the district may wish to print prior to December 31st in case they do not have access to the computer system for a period of time. It was decided to leave this to an individual district decision. It was also decided, that in case there was a major problem, we would meet in the parking lot at LACA at 9:00 AM January 4th and decide how to proceed. LACA reported that all Y2K upgrades were complete and the contingency plan would be followed in case of problems.

Melody distributed and reviewed the Calendar Year End Closing procedures for Accounting and Payroll. There were no changes from last year. Mary reviewed the import procedures for the 5 Year Forecast.

- 00-002 It was moved by Shirley Dupps and seconded by Charlotte Porter that the Fiscal Advisory Committee and Sandy Mercer go into Executive session at 11:10 AM and a vote of approval was taken.

- 00-003 It was moved by Charlotte Porter to adjourn executive session at 11:30 AM. A vote of approval was taken.

Unfinished business included the request for a LACA Staff Fiscal distribution list. Lists have been developed for Fiscal, SIS, EMIS, Library, and Newark. These lists will be distributed by Email to all LACA users. A copy of a Data Retention policy was received from Vicki Oyer. This policy will be reviewed for use. The Hitman committee met and it was decided that the weekday time will be extended to 8pm.

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Melody checked into training on Filemaker Pro. FasTrack now charges, per person, for training. Melody will try to get a demo and review the program.

New Business included a discussion of the inventory program. Melody will check with other DA sites to see if any of their districts are using other Equipment Inventory programs and call RCI Technologies, Inc and review product. A training schedule has been established for the next few months. This schedule will be Emailed to the districts. There was a request made for a way to keep the User and Reference Manuals current in the districts. This will be researched.

The next Fiscal Advisory Meeting is scheduled for March 16, 2000, at 9:00 a.m.

00-004 It was moved by Ellen Towner and seconded by Jack McDonald to adjourn the meeting at 11:50 a.m.

Reported by,

Sandra Mercer
LACA Director