

**Minutes of the USTA NorCal Budget and Finance Committee Meeting
February 11, 2025**

NOTE: *The minutes were approved on April 8, 2025.*

Nancy DeSchane, chair of the Budget & Finance Committee, called the meeting to order at 8:02pm and roll call was conducted. The meeting was held by Google Meet video conference.

Committee Members Present: Nancy DeSchane (chair), Frank Li, Jason Scalese, Jack Walker, Keith Wheeler

USTA NorCal Staff Present: Summer Verhoeven (Executive Director), Darren Wenger (Dir. of Operations and Strategy), Bernadette Lange (Controller)

Guests Present: Christine Costamagna (President)

- 1. Approval of Minutes** - The Committee considered approval of the minutes of the meeting held October 7, 2024. The following motion was duly made by Jack Walker, seconded by Jason Scalese, and approved by a vote of 4 in favor, 0 opposed, and 1 abstention.

RESOLVED: That the minutes of the Budget and Finance Committee meeting held October 7, 2025 be approved as presented.

- 2. Discussion Topic – Budget Related Action Items:** The committee met and discussed updating the process related to how budget related action items are submitted to the committee for review prior to board meetings. A new process was developed and agreed upon by committee members. Updates include establishing submission deadlines prior to each board meeting, providing a detailed P&L worksheet, completing a questionnaire form outlining how the proposal will impact organization goals/strategic plan initiatives, and requiring an accountability report to summarize outcomes when the event/initiative is complete.
- 3. Discussion Topic – Committee Meeting Dates/Timeline/Structure:** The committee discussed establishing monthly meetings on the first or second Tuesday/Wednesday of each month in which there was a board meeting. Tuesdays seemed to be the preferred day for most of the members. It was also decided that each meeting agenda would include a review of the latest financial statements including variance reports along with a review of all budget related action items approved by the board YTD.

There being no further issues or discussion to come before the committee, the meeting was adjourned at 9:09 PM.