

**Rose Kennedy Greenway Conservancy
Finance, Audit & Risk Management Committee Meeting
Tuesday, December 8, 2020, 12:00 p.m.**

DRAFT Meeting Minutes

Committee Members Present in Person: N/A (This meeting was available by Zoom conferencing due to suspension of the provision of the Open Meeting Law requiring an in-person quorum by an order signed by Governor Charles Baker on March 12, 2020 due to COVID-19.)

Committee Members Present: Mark Boyle, Deniz Johnson, Karen Johnson (Chair), Linda See (left at 12.45 p.m.), Conor Finley (left at 1.00 p.m.), David Wilkinson, Rosalind Gorin

Committee Members Absent: None

RFKGC Staff Present: Jesse Brackenbury, Tracey Cooke, Srivi Radhakrishnan, Keelin Caldwell

Non-Committee Members Present: Jeanie Gorlovsky-Schepp & David Kelleher, AAFCPAs

Open Session

Chair of the Committee Karen Johnson called the meeting to order in Open Session with a quorum present at 12:04 p.m.

1. Upon a motion made by Ms. Johnson and seconded by Ms. Gorin, the minutes from the October 20, 2020 meeting were unanimously approved.
2. Mr. Brackenbury presented the Operating Budget for 2021. He proposed a budget that had operating revenue of \$4.9M, operating expenses of \$5.5M and a net deficit of \$0.6M. He explained that the 2021 budget was similar to 2020. He also presented the \$2.19M capital budget which was funded by MassDOT, the BID, BPDA, reserves, and a grant from the Mass Cultural Facilities. Committee members had questions on how Earned Income and Philanthropy were budgeted in comparison with 2020 and 2019. Mr. Brackenbury explained that Earned revenue had experienced a significant decline due to the pandemic and was budgeted at \$328K, a conservative forecast similar to 2020. Philanthropy was projected to be \$925K, a higher level than the 2020 budget as the Greenway planned to host a virtual Gala in April 2021. In 2021, the BID will provide additional operating support of \$200K from Enhancements, in addition to its regular \$1M

contribution. Mr. Brackenbury then explained that the expense reduction was distributed across all departments and that the administration budget was boosted by search costs for hiring a new Executive Director and the new accounting system. He also briefed the Committee on the personnel reductions included in the budget. The Finance Committee had a long discussion about security on the Greenway. Ms. See exited the meeting at 12.45 p.m.

3. Ms. Cooke welcomed the auditors Jeanie Gorlovsky-Schepp & David Kelleher from AAFCPAs to give a briefing on the upcoming 2020 audit. Ms. Gorlovsky-Schepp spoke about the accounting treatment of the Paycheck Protection Program which was initially recognized as a loan and explained that the \$603K loan will be treated as a Conditional Grant in 2020 as it is expected to be forgiven in 2021. Ms. Gorlovsky-Schepp inquired as a part of standard audit procedures if the Committee was aware of any theft or fraud at the Greenway and also asked if there were any changes that they would like to see in the financial statements. The Committee responded in the negative for both questions. Mr. Brackenbury thanked the auditors and they left at 12.58 p.m. Mr. Finley left the meeting at 1.00 p.m.
4. Ms. Caldwell briefed the Committee about how the operation of the Greenway Carousel was currently being managed by Greenway Carousel Entertainment. As their contract was coming to an end, she proposed that the Greenway enter into a 1-year contract with Block by Block from March 2021 through January 2022 with a three-year extension option. Committee members had questions on whether Block by Block (BBB) had sufficient experience for the job and made inquiries on the basis of the selection. Ms. Caldwell responded that BBB had past experience in the required components of safety, cleaning, cash handling, and guest services. Ms. Caldwell informed them that no vote was required by the Committee and the contract will be presented for approval at the Board meeting to be held on December 15, 2020.
5. Ms. Caldwell then briefed the Committee on the latest updates made to the Park Use Guidelines for Public Programming, Special Events and General Use. Updates included an updated mission statement, logo, updated relevant links to the Greenway Website, fee accommodations being waived during COVID-19 pandemic etc. It also included recommendations made by our DEI consultant. This document was also to be presented for approval at the Board meeting to be held on December 15, 2020.

6. No Members of the public were present.

Upon a motion made by Ms. Gorin and seconded by Mr. Boyle, the Finance, Audit and Risk Management Committee of the Rose Kennedy Greenway Conservancy Board of Directors was unanimously adjourned at 1:35 pm.