

MEETING MINUTES

Finance Subcommittee Board Meeting

Date: May 4, 2026 – 9:30 a.m.

Location: Hybrid – 11 Resnik Rd. Plymouth & Zoom Virtual

Attendees:

Liza Veto, (Chair), Zoom

Rachel Babcock, (Co-director & Board Member), In-person at Map Academy

Josh Charpentier (Co-director & Board Member), In-person at Map Academy

Shaun Adamec (Board Member), Zoom

Adam Earle (Board Member), Zoom

Bill Kingdon (Guest), Zoom

1) Call to Order/Attendance

Liza Veto called the meeting to order at 9.32 a.m.. Attendees introduced themselves. Liza Veto stated that the meeting would begin in executive session with guest Bill Kingdon from Ellis Realty Advisors regarding real estate matters.

a. Public Comment

Rachel Babcock clarified that the meeting had a quorum, noted there was no public comment, and confirmed that the meeting had been publicly posted.

2) New Business

Liza Veto requested a motion to enter executive session. Josh Charpentier made the motion and Adam Earle seconded it.

For	Against
Liza Veto Adam Earle Rachel Babcock Josh Charpentier Shaun Adamec	

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Liza Veto stated the board needed to vote to exit executive session. Rachel Babcock moved to return and exit executive session. Shaun Adamec seconded.

For	Against
Liza Veto Adam Earle Rachel Babcock Josh Charpentier Shaun Adamec	

3) Old Business

a) Updated Fiscal Policies and Procedures

Josh Charpentier stated he would introduce revised fiscal policies and procedures developed with Rachel Babcock and AFCPAs, noting a full revamp of antiquated 2017 recommended practices and modernization of almost every item including removal of petty cash forms, check writing and purchase orders. He stated a summary of revisions was provided ahead of a full board vote. Josh Charpentier added most changes were rudimentary and aligned with current practice.

Members discussed the possibility of adding a June full Board meeting if necessary to support the real estate process and stated appreciation for the coordination and time from the board members.

4) Upcoming Important Dates

- a. Board Meeting: Monday, May 18, 2026
- b. Finance Subcommittee Meeting: Tuesday, June 2, 2026 @ 9 am

5) Adjournment

Josh Charpentier then asked for a motion to adjourn. Josh Charpentier moved to adjourn the meeting at 10:33 a.m., and Adam Earle seconded the motion.

For	Against
Liza Veto Adam Earle Rachel Babcock Josh Charpentier Shaun Adamec	

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Document List:

- Fiscal Policies and Procedures - Updated April 2026
- Summary of Revisions: Fiscal Policies and Procedures