SOUND CITIES ASSOCIATION

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**SCA Finance Committee Minutes** April 28 2026
11:30 AM
**Virtual**

1. As SCA Treasurer Thomas McLeod called the meeting to order at 11:39 AM. Present were members Dana Ralph and Sean Kelly, and SCA staff Leah Willoughby, Amanda Hebert, and Robert Feldstein. Absent were members Sean Kelly and Tola Marts.

2. Treasurer inquired whether anyone from the public wished to give comment. Hearing none, this portion of the agenda was closed.

3. Treasurer McLeod asked for any questions or concerns regarding the draft minutes of the March 24, 2026 SCA Finance Committee Meeting.

   **Kelly moved, seconded by Ralph to approve the minutes of the March 24, 2026 SCA Finance Committee Meeting. The motion passed unanimously.**

4. Treasurer McLeod asked for any questions or concerns regarding the financial reports of January 2026 and February 2026. Chief Operating Officer Leah Willoughby and Executive Director Robert Feldstein gave brief notes on the reports. Following discussion, the Committee took the following action:

   **Ralph moved, seconded by Kelly to approve the January 2026 and February 2026 Financial Reports, consisting of the January 2026 Balance Sheet and the January 2026 Profit & Loss Report; and the February 2026 Balance Sheet and February 2026 Profit & Loss Report. The motion passed unanimously.**

5. SCA Chief Operating Officer Leah Willoughby summarized invoices paid and outstanding for 2026 Member City Dues. There were no actions to report.

6. Executive Director Robert Feldstein summarized invoice sponsor invoices paid since the last meeting of the board, invoices sent since the last meeting of the committee, and sponsorship payments expected and outstanding. There were no actions to report.

7. Executive Director Robert Feldstein and Chief Operating Officer Leah Willoughby provided overview of proposed updates to the staff transportation expenses policy within the SCA Personnel Policies. At the guidance and direction of the Committee, staff discussed policy change implications with the full SCA staff following the April meeting. The committee was asked for any questions or concerns.

**Kelly moved, seconded by Ralph to recommend to the SCA Board of Directors approval of the updated Staff Transportation Expenses Policy within the SCA Personnel Policies, as included in the meeting materials. The motion passed unanimously.**

8. Robert noted that staff continues work on a replacement retirement program and will continue to update the Committee and the Board.

9. There were no items for the Good of the Order.

10. Treasurer McLeod adjourned the meeting at 11:51 AM.