SOUND CITIES ASSOCIATION

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SCA Finance Committee Minutes March 24, 2026
11:30 AM
Virtual

1. As SCA Treasurer Thomas McLeod called the meeting to order at 11:34 AM. Present were members Dana Ralph, Sean Kelly, and Tola Marts, and SCA staff Leah Willoughby and Robert Feldstein. Absent was member Scott MacColl.

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 November 25, 2025 SCA Finance Committee Meeting.

It was moved and seconded to approve the minutes of the November, 2025 SCA Finance Committee Meeting. The motion passed unanimously.

4. Treasurer McLeod asked for any questions or concerns regarding the financial reports of November 2025 and December 2025. Chief Operating Officer Leah Willoughby and Executive Director Robert Feldstein gave brief notes on the reports. Following discussion, the Committee took the following action:

It was moved and seconded to approve the November 2025 and December 2025 Financial Reports, consisting of the November 2025 Balance Sheet and the November 2025 Profit & Loss Report; and the December 2025 Balance Sheet and December 2025 Profit & Loss Report. The motion passed unanimously.

5. Executive Director Robert Feldstein and Chief Operating Officer Leah Willoughby briefed the Committee on an outstanding invoice from a former Member City and asked for direction regarding the bad debt. Following discussion, the Committee took the following action:

It was moved and seconded to recommend to the Board of Directors approval of bad debt write off for member dues invoice of non-returning member. The motion passed unanimously.

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

7. SCA Chief Operating Officer Leah Willoughby 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. Executive Director Robert Feldstein reported on new and potential future sponsorships. There were no actions to report.

8. Executive Director Robert Feldstein provided the committee with a brief update on the progress of researching and establishing a new employee retirement program to replace the previous pension program SCA is no longer eligible to participate in. Staff asked for any feedback and recommendations. There were no action items to report. Staff will continue to update the Committee and the Board.

9. 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. This item will return for discussion and possible action at the next meeting of the Committee.

10. There were no other updates.

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

12. Treasurer McLeod adjourned the meeting at 12:17 PM.