



**Budget & Finance
Committee Agenda**
February 2017, Annual Meeting
Horseshoe Bay, Texas

1. Welcome

2. Roll Call

Committee Member:	Position	Present	Absent	Board Members:	Position	Present	Absent
Ben Eshleman	Chair			Tom Hunt, RO	Treasurer – USTA TX		
David Young	Vice Chair			Emily Schaefer	President – USTA TX		
Mary Chaffin	Member			Staff Members:	Position	Present	Absent
Kevin Collins	Member			Van Barry	Exe Director		
Nancy Hilliard	Member			Kandice Thompson	HR/Operations		
Claudia Mollerup-Madsen	New Member			Larry Eichenbaum	Controller		
Jane Morrill	New Member			Guests:	Position	Present	Absent
Laura Schlockman	New Member						
Steve Thurber	Member		X				
Jon Williams	Member						
John Zimmerman	Member						

3. Protocol

4. **Committee Guidelines** - **Budget and Finance** – is responsible for the preparation and general oversight of the budget for USTA Texas. The committee reviews and evaluates annual budget request from the committee Chairpersons and administrative staff and recommends appropriate funding allocations to the Executive Committee. The committee also oversees the investment portfolio and makes long term projections of the financial obligations and needs of USTA Texas.

5. Progress Report/Action since last meeting

6. Strategic Plan review

7. Review and approve minutes of B&F Budget meeting, 10/24/2016, [action item](#)

8. Review 2016 EOY Financials, 12/31/2016 and establish 2016 Surplus of Funds; [action item as needed](#)

9. Report by Sub-Committee on Investments to include Portfolio Report and proposed Investment Policy changes
 - a. Review and revise the Asset Allocation Policy as needed, action item
 - b. Review Surplus Calculator for 2017 and make appropriate changes as necessary, action item
 - c. Report on status of USTA/Cambridge Investment Reports, no action required
10. Report by Sub-Committee on Audit to include review of the 2016 Audit of Financials – Combined – for USTA Texas and Texas Tennis and Education Foundation, no action required
11. Review the 2017 USTA Annual Budget as recommended by Management for approval by the Executive Committee, no action required
12. B&F Committee Members assignments for Committee Responsibility and Sub-Committees, proposed by chair
13. Future 2017 Budget and Finance Committee meetings:
 - a. August, 2017 conference call (tentative)
 - b. 2017 USTA Texas Semi-Annual Meeting, September 22-24, 2017 in Georgetown (confirmed)
 - c. 2018 Budget Review Meeting, October 30, 2017 or November 6, 2017, (proposed by controller)
14. Meeting recap to include questions, comments, information, or member assignments.
15. Adjournment

Ben Eshleman, Chair