

## Finance and Budget Committee Meeting Minutes

08/16/17

Attending: Members - Gary Cadwallader, Jackie Hunter, Ellen McClellan, Mary Hansen, Keith Nette, Cameron Acosta, and Bill Lewis; Board Liaison: Stephen Bates; Staff: Todd Draa., and Karin Shulman; Member Guest: Carole Trudeau

The meeting was called to order at 4:58 p.m. by Committee Chair, Mary Hansen.

Motion to amend the Agenda by Gary Cadwallader, Seconded by Keith Nette to include Payroll Tax Information from Mr. Draa. Motion Approved.

Nominations for Officers were requested and election of the following officers were unanimously approved: Ellen McClellan – Chair; Keith Nette – Vice Chair; Mary Hansen – Secretary.

Motion made by Gary Cadwallader, Seconded by Mary Hansen to recommend to the Board of Directors that the Holiday Bonus be included in the future Budgets for transparency and consistency since it is an ongoing expenditure. Motion Carried.

The Committee would like to remind the Board of Directors that it has recommended that Credit Card fees used for payment of assessments be charged back to the Members.

The Committee renewed previous request to Mr. Draa that the Financials include page numbers and Date of Printing. Mr. Draa said future financials would have these included.

The Committee strongly urged that managers of Departments where dual department performance is required (such as golf and parks, etc) follow and monitor staff to ensure the policy of clocking out and in for work performed in each department is adhered to by the employee. Also, confirming that the dollars are booked to the correct department. This will assist department financials to be more accurate.

Mr. Draa ensured the Committee that the Post Office financials will conform to the same format as all the other departments on future financials. He also explained the payroll tax adjustments, and that Bad Debt is now being allocated monthly on the financials based on an estimated number. The Committee questioned this process and reasoning.

Motion was made by Gary Cadwallader, Seconded by Keith Nette to recommend acceptance by the Board of Directors of the DRAFT June Financials pending audited final review. Motion Carried

Motion was made by Jackie Hunter and Seconded by Cameron Acosta to recommend acceptance of the July Financials to the Board of Directors. Motion Carried.

The Committee requested addition of the Backup information for our data system by Northstar, American Business Machines, and the POA to include the flow chart, and details of frequency of back-up and storage of data. Mr. Draa or Director Bates will provide the information at next month's meeting.

Respectfully submitted,

Mary Hansen, Secretary