



STAFF REPORT

DATE January 16, 2021

TITLE:

Additional persons to Tahoe Donner signatory authorizations

RECOMMENDATION:

By Motion:

Approve update to signature authorizations to include staff members Todd Martyn-Jones, Director of Finance, Accounting and Business Services, and Erika Stohl, Director of Human Resources for the various Tahoe Donner banking and investment brokerage accounts.

BACKGROUND

Key senior staff and designated board of directors officers are listed as authorized signors on various Tahoe Donner banking and investment brokerage accounts. The process for changing authorized signors typically following the change of board positions if needed and when there is staff turnover.

ANALYSIS:

This last summer the board authorized several changes to authorized accounts signors with the expectation that once several key senior staff positions were filled, the board would take action to add them to ensure smooth day-to-day business activities.

Todd Martyn-Jones was hired as the new Director of Finance, Accounting and Business Support and come on board January 19, 2021. Accordingly, we need to update signature authorizations for our various banking and investment brokerage accounts to include the new Director of Finance and Accounting, Todd Martyn-Jones.

Board of Directors Effective June, 2020

Don Koenes, President
Jim Roth, Vice President
Steve Mahoney, Treasurer
Courtney Murrell, Secretary
Charles C. Wu, Director

Proposed action for Signatory Authorizations is as follows:

For all accounts, other than Tri Counties Bank, Authorized Signatories:

- Don Koenes, President
- Steve Mahoney, Treasurer
- David Mickaelian, General Manager
- **Add:** Todd Martyn-Jones, Director of Finance, Accounting and Business Support





For Tri Counties Bank accounts, Authorized Signatories:

- Above four (4) in Item A, plus
- Annie Rosenfeld, Director of Risk Management and Real Property
- Miguel Sloane, Director of Operations
- **Add:** David Mickaelian, General Manager
- **Add:** Todd Martyn-Jones, Director of Finance, Accounting and Business Support
- **Add:** Erika Stohl, Director of Human Resources

Two signatories are required on all checks and external wires out. External wires out are defined as any wire of Tahoe Donner Association Funds to a 3rd party non-Tahoe Donner Association account. Checks and external wires in the amount of \$100,000 or greater, require one of the signatures to be Treasurer or President, and the other signature to be either the General Manager or the Director of Finance, Accounting and Business Support.

OUTREACH:

None

FISCAL IMPACT

None

ALTERNATIVE:

The board may consider adding or reducing authorized signors.

ATTACHMENTS:

Prepared By: Brian Yohn, Assistant Director of Risk Management and Real Property

Reviewed By: Annie Rosenfeld, Director of Risk Management and Real Property

Board Meeting Date: February 26, 2021

General Manager Approval to Place on the Agenda: _____

