



FINANCE COMMITTEE MEETING AGENDA

January 20, 2022

3:00-4:30 p.m.

Zoom

See Sidebar below for sign in information

PURPOSE

To provide financial advice, analysis, and information to the Board to better enable the Board to make sound business decisions. The issues addressed shall be primarily those of financial significance and will focus on recurring and special tasks.

This Meeting is being Recorded

9 Tools of Civility

- Pay Attention • Listen • Be Inclusive •
- Don't Gossip • Show Respect • Be agreeable • Apologize •
- Give Constructive Criticism • Take Responsibility •

It's not WHAT you say, It's HOW you say it!

MEETING PROTOCOLS

- Committee meetings are open to TDA members, not the public.
- Committee may adjust the agenda during the meeting by adding, deleting, and/or moving agenda items; agenda times are estimated.
- TDA members will have the opportunity to make comments on Agenda items following discussion by the Committee. The Chair will recognize members to comment on agenda items only when they occur in Agenda.
- Non-agenda comments may be raised during Member Comments.
- Action agenda items shall be designated either as "APPROVAL", "RECOMMEND" or "DISCUSSION". Items listed as RECOMMEND will include discussion and used when the Committee is making recommendations to the Board of Directors. Items listed as DISCUSSION are for ongoing updates on tasks or topics that might later be brought before the Committee or the TDABOD.

AGENDA

1. **Call to Order / Call for Quorum (4):** Chair (1 min)
 - a. Time: _____

Finance Committee

Members (Quorum 4)

John Dundas, Chair
Cathy Ravano
Joseph Niedringhaus
Michael Rudolph
Julie Vietor
Laura Kodres

Vacant

Ad Hoc Members

Jim Colbert

Board Liaisons

Steve Mahoney, Treasurer
Jim Roth, Secretary

Staff Lead

Todd Martyn-Jones, DFA

LRPC (GPC) Liaison

Laura Lindgren

TDA Staff

David Mickaelian, GM
Patricia West, Asst GM/Clk Bd

Join Zoom Meeting

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2. **APPROVAL of Agenda:** Chair (2 min)

- a. 1st: _____
- b. 2^d: _____
 - 1. Vote: _____

3. **APPROVAL of Committee Draft Report, December 16, 2021:** Chair/Vice Chair (2 min)

- a. See attached December 16, 2021, DRAFT Finance Committee Report
 - 1. 1st: _____
 - 2. 2nd: _____
 - a. Vote: _____

4. **Member and Committee Member Comments:** Chair (3 min)

TDA Member comments are welcomed at this time for matters not on the Agenda are limited to three minutes. Members are requested to identify themselves to include Unit and Lot Number or physical Tahoe Donner address. Additionally, Members may submit comments by email to the at financecommittee@tahoedonner.com. Only brief clarifying responses and questions are permitted for items not on the agenda.

5. **Committee Management:** Chair (20 min)

- a. Election and Appointment of Committee Officers
 - 1. Chair
 - 2. Vice Chair
 - 3. Recorder

6. **Committee Tasks**

- a. Recurring Tasks (RT)
 - 1. **DISCUSSION:** RT #1 - Financial Performance **Update** – DFA (20 min)
 - a. Dashboard review of Past Month, YTD, and Forecast of Current Month.
 - 2. **DISCUSSION/ACTION:** RT #2 - 5501 Subcommittee **Report** - Treasurer/DFA/FC Attendees (5 min)
 - a. DRAFT Report-January 6, 2022: Not Available
 - b. Account Reconciliation: Not Available
 - c. FC Attendees for upcoming 5501 Subcommittee Meetings (3-5 pm) via Zoom:
 - 1. February 1, 2022 (change from January 25, 2022 Meeting. Julie cannot attend. Need a volunteer?
 - a. Member: ??????
 - 2. February 22, 2022
 - a. Member: Rudolph
 - 3. March 22, 2022
 - a. Member: ??????

- b. **Special Tasks (ST):**
 - 1. **DISCUSSION:** ST #1 – Improve TDA’s periodic reporting of financial results and operating performance to the BOD and Owners – Treasurer/Ravano (20min)
 - 2. **DISCUSSION:** ST #3 – Reserve Funding of Long-Range Capital Improvement Program – Chair (5 min)
 - a. The Need:
 - 1. Adequate funding of reserves to accommodate replacement of aging Association buildings.
 - 2. Components (RRF) vs. Enhancements vs. Replacement (Major Renovation) (DF))
 - 3. Have always limited ourselves to short-range so have underfunded long-term needs.
 - b. What are next steps?
 - 1. Workplan in conjunction with Staff.
 - c. **DISCUSSION:** New Task - Financial Frequently Asked Questions – Kodres (5 min)
 - 1. Status update of project.
 - d. **ACTION:** Need a member to review current FC Charter and compare to new committee guidelines in TDABOD Resolution 2021-5. Should be minor changes required to create a new DRAFT charter to be presented to the TDABOD for approval at a future date estimated March TDABOD Meeting: Chair (5 min)
7. **Next FC Meeting: February 17, 2022, 3:00-4:30 pm, To Be Determined: Zoom only or Northwoods Clubhouse, Mezzanine Room + Zoom:** Chair (1 min)
- a. **Other Meetings:**
 - 1. Regular TDABOD Meeting, January 28, 2022, 9:00 – 3:00 pm, Sign up
 - a. Sign up Online:
 - 1. https://tahoedonner.zoom.us/webinar/register/WN_ZkVobAaWQIa9Ozmu0xLmlQ
 - b. Link to Agenda: Agenda to be published
 - 2. 5501 Subcommittee Meeting, February 1, 2022, 3:00 – 5:00 pm
8. **Preliminary Agenda Topics:** Chair (5 min)
- a. 5501 Report and FC Attendee Signups – Chair, 5 min
 - b. Downhill Ski Lodge Update – Colbert, 5 min
 - c. Improving Financial Reporting – Ravano, 15 min
 - d. Financial FAQs – Kodres, 20 min
 - e. Charter Update - ?
 - f. Reserve Funding of Capital Reserves – Dundas, 15 min

9. Adjournment: Chair

- a. Time: _____
- b. 1st: _____
- c. 2nd _____
 - 1. Vote: _____