



FINANCE COMMITTEE MEETING AGENDA

October 21, 2021

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
Terry Watson, Vice Chair
Cathy Ravano
Jim Colbert
Joseph Niedringhaus
Michael Rudolph
Julie Vietor
Ad Hoc Members
Pending
Board Liaisons
Steve Mahoney, Treasurer
Jim Roth, Secretary
Deputy Chair
Todd Martyn-Jones, DFA
LRPC (GPC) Liaison
Laura Lindgren
TDA Staff
David Mickaelian, GM
Robin Bennett, Exec Asst

Join Zoom Meeting
<https://tahoedonner.zoom.us/j/847096096?pwd=WlVUeHRNeG5u9zbnE0VE5CWThnZz09>
Meeting ID: 841 6709 6096
Passcode: 026116
One tap mobile
+16699006833,,84167096096# US (San Jose)
+12532158782,,84167096096# US (Tacoma)
Dial by your location
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Washington DC)
Meeting ID: 841 6709 6096
Find your local number:
<https://tahoedonner.zoom.us/j/847096096?pwd=WlVUeHRNeG5u9zbnE0VE5CWThnZz09>

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

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

3. **Member and Committee Member Comments:** Chair (5 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.

- a. eUnify Now Live
 - 1. All Owners need to take action to access.
 - 2. Link for Information: [eUnify Member Portal | Tahoe Donner](#)
 - 3. Link to Logon: [Member Portal | Tahoe Donner](#)

4. **Committee Management:** Chair (10 min)

- a. FC Member Terms (Chart attached to email)
 - 1. Ad Hoc Member(s)
 - 2. To the TDABOD for November Regular Meeting
- b. Budget Planning Wrap-up
 - 1. Thanks to all who participated and the efforts of Staff in preparation of the 2022 TDA Budget.
 - 2. Annual Budget Report is next.
- c. 2022 FC Tasks
 - 1. To the TDABOD for November Regular Meeting

5. **APPROVAL of Committee Draft Report, September 20, 2021:** Chair/Vice Chair (2 min)

- a. Link to DRAFT Report: [FC Report FINAL September 20, 2,021 2 \(tahoedonner.com\)](#)
- b. 1st: _____
- c. 2nd: _____
 - 1. Vote: _____

6. **Committee Tasks**

- a. Recurring Tasks (RT)
 - 1. **DISCUSSION:** RT #1 - Financial Performance **Update** – DFA (10 min)
 - a. Dashboard review of Past Month, YTD, and Forecast of Current Month.
 - b. Link to Monthly Financial Report: [PowerPoint Presentation \(tahoedonner.com\)](#)
 - 2. **DISCUSSION/ACTION:** RT #2 - 5501 Committee **Report** - Treasurer/DFA/FC Attendees (5 min)

- a. DRAFT Report-September 30, 2021:
<https://www.tahoedonner.com/wp-content/uploads/2021/10/5501-Committee-Report-092021-Meeting.pdf>
 - b. Account Reconciliation Email: <https://www.tahoedonner.com/wp-content/uploads/2021/10/Account-Reconciliation-Email.pdf>
 - c. FC Attendees for upcoming Meetings (3-5 pm) via Zoom
 1. October 26, 2021
 - a. Member: Vietor
 2. November 23, 2021
 - a. Member: ?????
 3. December 28, 2021
 - a. Member: ?????
- b. Special Tasks (ST):
1. **DISCUSSION: ST #2 - Downhill Ski Lodge Update - Colbert (5 min)**
 - a. Action Item on October 22, 2021, Regular TDABOD Meeting
 1. Decision on moving to 30% design phase.
 - b. Link to next Meetup: [Ski Lodge Replacement Project Monthly Member Meetup | Tahoe Donner](#)
 - c. Link to webpage: [Downhill Lodge Replacement | Tahoe Donner](#)
 2. **DISCUSSION: ST #3 – Reserve Funding of Long-Range Capital Improvement Program – Chair (5 min)**
 - a. Working Group: Dundas, Niedringhaus, Vietor
 - b. What are next steps?
 1. Workplan in conjunction with Staff?
 3. **DISCUSSION: ST #4 - Cost of Services Study and Amenity Access – Vice Chair (5 min)**
 - a. Working Group: Watson, Ravano, Niedringhaus
 - b. What are next steps?
 1. Workplan in conjunction with Staff resulting from TDABOD Budget Meeting on October 15, 2021?
- c. **DISCUSSION: New Task - Financial and Governance Frequently Asked Questions – Dundas/Kodres (10 min)**
1. Review and update existing FAQs (Attached to Email)
 2. What should be added/removed?
 3. Provide suggestions and comments to Laura NLT COB October 28, 2021
 4. Draft FAQs at November FC Meeting
7. **Next FC Meeting: November 18, 2021, 3:00-4:30 pm, To Be Determined: Zoom only or Northwoods Clubhouse, Mezzanine Room/Zoom (1 min)**
- a. **Other Meetings:**
 1. Regular TDABOD Meeting, October 22, 2021, 9:00 am

- a. Register in advance:

https://tahoedonner.zoom.us/webinar/register/WN_deRMq1KITI6vDFu5fYZ6ww

- 2. 5501 Subcommittee Meeting, October 26, 2021, 3:00-5:00 pm

8. Preliminary Agenda Topics: Chair (1 min)

- a. Review Summer Season Financial Results – DFA (15 min)
- b. 5501 Report and FC Attendee Signups – (5)
- c. Downhill Ski Lodge Update – Colbert (5 min)
- d. Improving Financial Reporting – Ravano (15 min)
- e. Financial FAQs – Kodres (20 min)

9. Adjournment: Chair

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