



FINANCE COMMITTEE MEETING AGENDA

November 18, 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 Viotor

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
Blake Haverty, HR Coord

Join Zoom Meeting

<https://tahoedonner.zoom.us/j/82978425696?pwd=Wm5QT0MyQ0VlUnhpVDNrbVJBUXUxUT09>

Meeting ID: 829 7842 5696

Passcode: 367589

One tap mobile

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Dial by your location

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Meeting ID: 829 7842 5696

Find your local number:

<https://tahoedonner.zoom.us/j/kutss9HK1>

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

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

3. **APPROVAL of Committee Draft Report, October 21, 2021:** Chair/Vice Chair (2 min)

- a. Attached: November 18, 2021 DRAFT Finance Committee Report
 - 1. 1st: _____
 - 2. 2nd: _____
 - a. Vote: _____

4. **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. Committee Documents and information should be on eUnify if not already then soon.
 - 2. Taken action to sign up?
 - a. Having trouble signing up contact Member Services, 587-9400 x0
 - b. Link for Information: [eUnify Member Portal | Tahoe Donner](#)
 - c. Link to Logon: [Member Portal | Tahoe Donner](#)

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

- a. FC Member Terms
 - 1. General Manager PowerPoint presentation at Friday’s TDABOD Meeting: [STT Update \(tahoedonner.com\)](#)
 - 2. Appointments/Reappointments at December TDABOD Regular Meeting.
 - 3. Plan going forward discuss at last month’s FC Meeting:

FC Members to 3-Year Terms of Appointment		
Expires Dec 31, 2022	Expires Dec 31, 2023	Expires Dec 31, 2024
John Dundas Cathy Ravano	Joe Niedringhaus Michael Rudolph Julie Vietor	VACANCY VACANCY

Notes:

- 1. Jim Colbert and Terry Watson not seeking reappointment.
- 2. Pending appointments as **Ad Hoc Members:** Laura Kodres (FAQs), Jim Colbert (continue as the FC Liaison to the DHSL Project and work on other tasks as needed).
- 3. Regular Member Terms of Appointment will be for 3-years terms: 1 January-31 December
- 4. Appointments vacated before end term will be filled for the remainder of the departing member’s term.

- b. Committee Officers
 - 1. Need volunteers for:
 - a. Vice Chair
 - b. Recorder
- c. 2022 FC Tasks
 - 1. To the TDABOD for December Regular Board Meeting for approval.
 - 2. See attached DRAFT 2022 Task List
- d. 2022 Finance Committee Meeting Calendar
 - 1. Revised FC Calendar revised for review and comment.
 - 2. See attached DRAFT Calendar

6. Committee Tasks

- a. Recurring Tasks (RT)
 - 1. **DISCUSSION:** RT #1 - Financial Performance **Update** – DFA (15 min)
 - a. Dashboard review of Past Month, YTD, and Forecast of Current Month.
 - b. Link to October Monthly Financial Report: [PowerPoint Presentation \(tahoedonner.com\)](http://tahoedonner.com)
 - 2. **DISCUSSION/ACTION:** RT #2 - 5501 Committee **Report** - Treasurer/DFA/FC Attendees (5 min)
 - a. DRAFT Report-October 26, 2021: [5501-Committee-Report-102021-Meeting.pdf \(tahoedonner.com\)](http://tahoedonner.com)
 - b. Account Reconciliation Email: [Account-Reconciliation-Email.pdf \(tahoedonner.com\)](http://tahoedonner.com)
 - c. FC Attendees for upcoming Meetings (3-5 pm) via Zoom
 - 1. November 23, 2021
 - a. Member: Ravano
 - 2. December 28, 2021
 - a. Member: Colbert
 - 3. January 25, 2022
 - a. Member: ?????
- b. Special Tasks (ST):
 - 1. **DISCUSSION:** ST #3 – Reserve Funding of Long-Range Capital Improvement Program – Chair (15 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. Information Paper, Reserving for Building Replacements, July 16, 2020
 - 1. See attached
 - c. What are next steps?
 - 1. Workplan in conjunction with Staff?
- c. **DISCUSSION:** New Task - Financial Frequently Asked Questions – Dundas/Kodres (15 min)
- 1. See attached PowerPoint for focus on FAQs
 - 2. Review and update existing FAQs
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, November 19, 2021, 9:00 - 2:20 pm, Sign up
 - a. Sign up On line:
https://tahoedonner.zoom.us/webinar/register/WN_JEPBnvIUT-20mekxbAAnyw
 - b. Link to Agenda: [November-19-2021-Regular-Meeting-Agenda.pdf \(tahoedonner.com\)](#)
 - c. Topic of interest:
 - 1. GM Update, 9:40 am
 - 2. Member Communications, 10:20 am
 - 3. 2022 Committee Appointment Process, 11:00 am
 - 4. Amenity Access Policy and Recreation Fee Schedule – Project Scope & Timing, 11:45 am
 - 5. Lodge at Downhill Ski Ad Hoc Committee Status, 1:00 pm
 - 2. 5501 Subcommittee Meeting, November 23, 2021, 3:00 – 5:00 pm
8. **Preliminary Agenda Topics:** Chair (5 min)
- a. Review Summer Season Financial Results – DFA, 20 min
 - b. 5501 Report and FC Attendee Signups – Chair, 5 min
 - 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: _____