



STAFF REPORT

DATE July 13, 2022

TITLE:

Signature Authorization Update for Various Tahoe Donner Banking and Investment Accounts

RECOMMENDATION:

By Motion:

The Board authorizes David Mickaelian, General Manager, and Courtney Murrell, Secretary, to process updated signature cards for all banking and investment brokerage accounts as follows:

For all accounts the Authorized Signatories to include:

- Don Koenes, President
- Steve Mahoney, Treasurer
- David Mickaelian, General Manager
- Todd Martyn-Jones, Director of Finance, Accounting and Business Services
- Annie Rosenfeld, Director of Administrative Services

For Pacific Premier Bank accounts additionally:

- Miguel Sloane, Director of Operations

BACKGROUND

Signature authorizations for various Tahoe Donner banking and investment accounts must be updated to include change of board of directors, officer positions, and staff changes.

Two electronic 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 and Accounting.

The board is being asked to authorize certain board members and staff as authorized signers on financial accounts.

ANALYSIS:

The annual board of directors' election was held with changes to the sitting board members resulting from two seats expiring. Jim Roth and Benjamin Levine were voted into the two open seats. At the board of directors' organizational meeting held on June 26, 2022, the newly formed board voted and approved the board of directors officers as follows:

Don Koenes, President
Benjamin Levine, Vice President
Steve Mahoney, Treasurer
Courtney Murrell, Secretary
Jim Roth, Director



Pursuant to Article XII of the TDA Bylaws, policy resolution 2016-9, the board may designate authorized signers for financial accounts and checks. The following are recommended updates to the list of authorized signers:



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- Don Koenes, President
- Steve Mahoney, Treasurer
- David Mickaelian, General Manager
- Todd Martyn-Jones, Director of Finance, Accounting and Business Services
- Annie Rosenfeld, Director of Administrative Services

For Pacific Premier accounts additionally:

- Miguel Sloane, Director of Operations

OUTREACH:

None

FISCAL IMPACT

None

ALTERNATIVE:

The board may choose to direct staff to modify the recommendation either adding or deleting authorized signers.

ATTACHMENTS:

None

Prepared By: Annie Rosenfeld, Director of Administrative Services

Reviewed By: Todd Martyn-Jones, Director of Finance, Accounting and Business Services

Board Meeting Date: July 22, 2022

General Manager Approval to Place on the Agenda: _____

