

Finance Committee • Regular Meeting Agenda
 February 15, 2024 @ 3:00 PM – 4:30 PM Board Room & Zoom
(all agenda times are tentative and subject to change)

Committee Members

Joe Niedringhaus Mike Rudolph Cathy Ravano	Julie Vietor Laura Kodres Craig Falk	Corey Leibow Alan Pontius
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Staff, Staff Leads, & Liaisons

Steve Hogan (Staff) Annie Rosenfeld (Staff)	Steve Mahoney (Board) Patricia West (Staff)	Ben Levine (Board) Denise Gauny (LRPC Liaison)
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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"

****This Meeting is being Recorded****

- I. Opening Business (3:00 pm)**
 - i.** Call to Order/Quorum Call
 - ii.** Member Comments: Comments are welcomed at this time for matters not on the agenda and are limited to 3 minutes. Members are requested to identify themselves and to provide their Unit and Lot Number or Tahoe Donner address. Only brief clarifying responses will be given.
 - iii.** Approval of the previous meeting minutes (tbd).
- II. Personnel Announcements**
- III. Follow up matters from prior meeting**
- IV. Recurring Items**
 - i.** Monthly Financial Performance Update (DFA)
 - ii.** To be reviewed in consultation with board liaison, staff and committee members.
- V. Long-Range Planning Committee (LRPC) Liaison update (D. Gauney)**
- VI. Working Groups (tbd)**

- VII.** 2024 Finance Committee Task List (DRAFT)
 - i.** Refer to Appendix A
 - ii.** Finalize FC 2024 Task List

- VIII.** FC 2024 Calendar
 - i.** Work in progress – strategic alignment with tasks and calendar

- IX.** 5501 FC Attendance
 - i.** March 12 – Craig
 - ii.** March 26 – Laura
 - iii.** April 23 – Julie

- X.** Follow up items for the next meeting
 - i.** FY23 Financial Statement Audit: FC and Audit Committee of the Board review (2nd week of March)

- XI.** Meeting Adjournment (4:30 pm)

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.
- Non-agenda comments may be raised during Member Comments.
- 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.
- Action agenda items shall be designated either as “APPROVAL”, “RECOMMEND”, “DISCUSSION” or “UPDATE”. Items listed as APPROVAL or RECOMMEND will include discussion and used when the Committee is making recommendations to the Board of Directors. Items listed as DISCUSSION or UPDATES are for ongoing tasks or topics that might later be brought before the Committee or the TDABOD.

Join Zoom Meeting

<https://tahoedonner.zoom.us/j/5483450734?pwd=ekJJSjRqMHFkeVp3QTNISURQYkthdz09>

Meeting ID: 548 345 0734

Passcode: 70PLF7

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+1 312 626 6799 US (Chicago)

Meeting ID: 548 345 0734

Passcode: 422390

Find your local number: <https://tahoedonner.zoom.us/j/keAaKeW41>

Appendix A:

2024 Finance Committee Task List (DRAFT):

Fundamental Responsibilities:

1. Monthly review of financial performance and results versus budget, analyze trends and their impacts on future operating results and financial conditions, and make recommendations as warranted.
2. Annual Budget Process:
 - a. Provide annual budget advice and feedback to staff, especially regarding key budget driver assumptions.
 - b. Evaluate and identify opportunities for enhancement and more efficient timing of budget process.
 - c. Consider identifying a working group to support Management and the Board on this matter.
3. Audit Review: Review and oversight of the results. Provide committee summary (verbal or written) of comments to the Board.
4. Financial Policies: Develop, review, and consider updates (as necessary)
 - a. Capital Funds Policies Update: Review and amend capital funds policies (2024 Annual Strategic Objective C.1)
 - i. Consider identifying a working group to support Management and the Board on this matter.
 - b. Inventory and review finance committee resolutions and policies, by identifying areas needing amendments or rewrites and then prioritize.
 - i. Collaborate with Management and the Board to rewrite/propose edits.
5. Financial FAQs: Review and consider updates (as necessary)
 - a. Working group (Laura and Julie) to work with Management and the Board to refine and post to TD website.
6. Investment Portfolio: Regularly review Association's investment planning and portfolio to ensure investments comply with the Association's policies and expected funding requirements.
 - a. Utilize the Investment Portfolio Working Group (Laura, Julie, Michael R.)