

Finance Committee Meeting Agenda

Finance Committee • Regular Meeting Agenda

February 20, 2025 @ 1:30 PM – 3:00 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	Alan Pontius
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Staff, Staff Leads, & Liaisons

Annie Rosenfeld (Staff) Justin Malley (Staff)	Don Koenes (Board) Patricia West (Staff)	Jay Wertheim (Prospective Member)
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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 (1:30 pm):

- Call to Order/Quorum Call
- Member Comments: Comments are welcomed currently 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.
- Approval of the previous meeting minutes

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II. Follow up Matters from Prior Meeting

- i. Staff to review accounting for the annual assessment.
- ii. The Director of Finance will provide an update on the payroll error status.
- iii. The Director of Finance will review and update COGS information

III. Staff Updates (Annie and Justin)

- i. Finance Team updates (DFA) – job posting status, etc.

IV. Review Annual Calendar of Events for the Finance Committee

- i. Discussion of Draft Monthly Calendar

V. Long-Range Planning Committee (LRPC) Liasson update

- i. Update on Liasson for the LRPC
- ii. Report on LRPC task plan, etc. – Kodres

VI. Working Groups Update

- i. Investment Working Group
- ii. Capital Funds Policy Working Group
- iii. Budget Working Group
- iv. FAQ Working Group

VII. 5501 FC Attendance

- i. 2025 – See attached.

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Meeting Date	FC Meeting Time	5501 Meeting Time	FC Member
1/16/2025	1:30 – 3:00 p.m.	3:00 – 3:30 p.m.	Rudolph
2/20/2025	1:30 – 3:00 p.m.	3:00 – 3:30 p.m.	
3/20/2025	1:30 – 3:00 p.m.	3:00 – 3:30 p.m.	
4/17/2025	1:30 – 3:00 p.m.	3:00 – 3:30 p.m.	
5/15/2025	1:30 – 3:00 p.m.	3:00 – 3:30 p.m.	
6/19/2025	1:30 – 3:00 p.m.	3:00 – 3:30 p.m.	
7/17/2025	1:30 – 3:00 p.m.	3:00 – 3:30 p.m.	
8/21/2025	1:30 – 3:00 p.m.	3:00 – 3:30 p.m.	
9/18/2025	1:30 – 3:00 p.m.	3:00 – 3:30 p.m.	
10/16/2025	1:30 – 3:00 p.m.	3:00 – 3:30 p.m.	
11/20/2025	1:30 – 3:00 p.m.	3:00 – 3:30 p.m.	
12/18/2025	1:30 – 3:00 p.m.	3:00 – 3:30 p.m.	

VIII. Recurring Items

- i. Monthly Financial Performance Update (DFA)

IX. Follow up items for the next meeting:

X. Meeting Adjournment (3:00 pm)

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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

Join Zoom Meeting

<https://tahoedonner.zoom.us/j/89991221385?pwd=RhrNpOHrUbf5Q4avX31gpJo9lURsD.1&from=addon>

Meeting ID: 899 9122 1385

Passcode: 901377

One tap mobile

+16699006833,,89991221385# US (San Jose)

+16694449171,,89991221385# US

Find your local number: <https://tahoedonner.zoom.us/u/kbNKW3rVh3>

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Appendix A:

2025 Finance Committee Task List (FINAL):

ANNUAL TASKS

1. Monthly Financial Review: Conduct monthly reviews of financial performance versus budget, analyze trends (e.g. member, financial, operational, environmental), assess their impact on future results, and provide recommendations as needed.
2. Annual Budget Process:
 - a. Provide advice and feedback to staff, especially regarding key budget driver assumptions, as they develop the annual budget.
 - b. Evaluate and identify opportunities for enhancement and more efficient timing of the budget process.
 - c. Work with Finance Staff and Administration to balance overall Board budget objectives with a “bottom up” budget development.
3. Annual Audit: Review the results before finalization. Provide committee summary (verbal or written) of comments to the Board.
4. Investment Portfolio: Regularly review the Association’s investments to ensure compliance with policies and future funding needs.

SPECIAL TASKS

1. At the request of the Director of Finance, the Finance Committee will support Staff to:
 - a) Review and provide input on staff-developed KPIs and other metrics to measure the performance of the organization for an improved dashboard to visualize results for key audiences (e.g. Board, staff, members). 2025 Annual Strategic Objective D.1
2. Financial Policies: Develop, review, and consider updates (as necessary) 2025 Annual Strategic Objective D.2
 - a) Review and update capital funds policies with staff, the board and other financial administrative resolutions identified in the Multi-Year Policy Resolution Update Schedule.
3. Develop and implement the following plans:

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- a) Committee member recruiting plan
 - a. Confirm required skills, professional expertise, and relevant organizational or committee experience (e.g., at Tahoe Donner or another HOA).
- b) Committee leadership succession action plan

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FC CALENDAR FOR 2025

<u>Regular Meeting</u>	<u>January</u> - Monthly Financial Review + Year-End Financial Snapshot - Election of Committee Chair and Vice Chair 2025 Task List	<u>February</u> - Monthly + Year-End Financial Review 2025 Committee Annual Calendar Approval	<u>March</u> - Monthly Financial Review - Annual Audit Report Review - Capital Policies Update Working Group Report Out	<u>April</u> - Monthly Financial Review - Annual Report Draft Review - Capital Policies Update Review
<u>Working Group(s)</u>	5501	- Capital Policies Working Group - Investment Working Group 5501	- Capital Policies Working Group 5501	- Capital Policies Working Group - Investment Working Group 5501
<u>Regular Meeting</u>	<u>May</u> - Monthly Financial Review - Investments Working Group Report Out	<u>June</u> - Monthly Financial Review - Budget Working Group Report Out - Budget Enhancements Discussion	<u>July</u> - Monthly Financial Review - Strategic Budget Guidance Draft (Economic and other factors review) - Capital Funds Key Financial Assumptions	<u>August</u> - Monthly Financial Review - Reserve Study Review Draft - Capital Financial Analysis and Funding Scenarios Review - Strategic Budget Guidance Final

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<u>Working Group(s)</u>	• 5501	• Budget Working Group • 5501	• Budget Working Group • 5501	• Investments Working Group • 5501
<u>Regular Meeting</u>	<u>September</u> • Monthly Financial Review • Operating Budget Draft Review • Capital Budget Draft Review • Budget Workshops	<u>October</u> • Monthly Financial Review • Final Budget Review • Final Budget Workshop • Annual Budget Report Draft	<u>November</u> • Monthly Financial Review • Final Budget Approval Update • Annual Budget Report Final • Draft 2026 Annual Task List	<u>December</u> • Monthly Financial Review • 2026 Annual Task List Final
<u>Working Group(s)</u>	• Budget Working Group • 5501	• 5501	• Investments Working Group • 5501	• 5501

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<u>Regular Meeting</u>	<u>January 2026</u> • Monthly Financial Review • + Year-End Financial Snapshot • 2026 Committee Annual Calendar Review/Approval • Election of Committee Chair and Vice Chair	<u>February 2026</u> • Monthly + Year-End Financial Review		
<u>Working Group(s)</u>	• 5501	• Investments Working Group • 5501		

Current Working Group Rosters:

- Investments Working Group – Rudolph, Kodres, Vietor
- Capital Funds Policies Working Group – Niedringhaus, Ravano, Kodres (Policy)
- Budget Working Group – Ravano, Niedringhaus
- 5501 – varies by month