



Meeting of the Finance & Audit Committee
Tuesday November 10, 2009
4:00-5:30 p.m.
 Quarters 2 Building, Beacon Hill Campus
 1200 12th Ave South Seattle, WA

AGENDA

Time	Topic	Who will lead the discussion	ATT	Action to be taken
4:00-4:05	Call to Order			
	Public Comment Approve Minutes from 10.13.2009 meeting		Att A	Approve minutes
4:05-4:15	Tower Lease Update	Gary Zimmerman		Information
4:15-4:46	Financial Stewardship			
15 min	2010 Budget- Review Planning Committee recommendations	Rosemary Aragon & Karen Hambro	Att B	Discussion
5 min	October Financials	Karen Hambro	emailed prior to meeting	Review and approve
7 min	Quarter 3 check register, credit card purchases, and retirement contributions	Karen Hambro	Att D	Review and approve.
2 min	Investment performance and investments made. Report on CD purchase.	Karen Hambro	Att E	Information
2 min	Renewal of Charitable Solicitations and Charitable Trust	Karen Hambro	Att F	Information
4:46-5:10	Risk Management			
24 min	PHPDA <i>DRAFT</i> Operating Policies -Operating Policy 01-2009 FDIC Insured Deposits -Operating Policy 02-2009 ED Compensation -Operating Policy 03-2009 ED Annual Review Criteria -Operating Policy 04-2009 Executive Succession Plan- emergency and short term	Rosemary Aragon	Att G	Initial Discussion

Distribution: PHPDA Finance & Audit Committee: Chair Kevin Fox, Marite Butners, Erica Floyd, Lance Wilken, Gary Zimmerman, Executive Director Rosemary Aragon, & Program Analyst Karen Hambro

**5:10-
5:25** **Governance**

<i>15 min</i>	2009 Finance Committee Accomplishments	Kevin Fox, Karen Hambro, & Rosemary Aragon	Att H	Discussion
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5:25 **Adjourn**