



Meeting of the Finance & Audit Committee
Tuesday December 8, 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 11.10.2009 meeting		Att A	Approve minutes
4:05-4:15 (10 min)	Tower Lease Update -	Gary Zimmerman		Information
4:15-4:30 (3 min)	Financial Stewardship Review of YTD Legal expenses	Karen Hambro	Handed out at meeting	Information
(5 min)	2010 Budget	Rosemary Aragon & Karen Hambro	Att B	Approve. Recommend Governing Council Approval.
(5 min)	November Financials	Karen Hambro	emailed prior to meeting	Review and approve
(2 min)	Investment performance and investments made.	Karen Hambro	Att C	Information
4:30-5:10	Risk Management			
(40 min)	PHPDA Operating Policies -2nd Review -Operating Policy 01-2009 FDIC Insured Deposits -Operating Policy 02-2009 ED Compensation	Rosemary Aragon	Att D	Approve Review
	PHPDA Operating Policies -1st Review - Operating Policy 03-2009 ED Annual Review Criteria - Executive Succession Plan- emergency and short term Operating Policy 04-2009 - Back of files and Financials 05-2009 - Employee Screening 06- 2009 - Line of Credit 08-2009			Review

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

- Expense Reimbursement
09-2009

5:10-5:25 Governance

(15 min)	2009 Finance Committee Accomplishments	Kevin Fox, Karen Hambro, & Rosemary Aragon	Att E	Approve
	2010 Work Plan—High Level goals			Discussion

Adjourn