



**Meeting of the Finance & Audit Committee**  
**March 12, 2019**  
**4:00 p.m. – 5:25 p.m.**  
 Quarters 2 Building, Pacific Tower Campus  
 1200 12<sup>th</sup> Ave South, Seattle, WA 98144

<b>Time</b>	<b>Topic</b>	<b><u>AGENDA</u></b>	<b>Who will lead the discussion</b>	<b>ATT</b>	<b>Action to be taken</b>
<b>4:00-4:02</b>	<b>Call to Order</b>				
	Public Comment				
	Approve Minutes 1.8.2019 meeting		Sue Taoka	Att A	Approve minutes
<b>4:02-4:10</b>	<b>Update on Program Committee</b>		Jeff Natter		Information
<b>4:10-4:25</b>	<b>Financial Stewardship</b>				
<i>3 min</i>	Investment Update		Christina Bernard	Att B	Information
<i>3 min</i>	Review of 2018 Parking Lot Income		Christina Bernard	Att C	Information
<i>6 min</i>	2018 Year-end Financial Statements		Christina Bernard	Att D	Action
<i>3 min</i>	January 2019 Financial Statements		Christina Bernard	Att E	Action
<b>4:25-4:35</b>	<b>Grant Management</b>				
<i>10 min</i>	2018 New and Renewal Major Grant Mid-year Financial Report Summary		Christina Bernard	Att F	Information
<b>4:35-4:45</b>	<b>Professional Services</b>				
<i>5 min</i>	Retention of K&L Gates for Legal Advice related to Personnel matters (Res 01-2019)		Christina Bernard	Att G	Action
<i>5 min</i>	Retention of Greenwood Ohlund for Accounting/Bookkeeping (Res 02-2019)		Christina Bernard	Att H	Action
<b>4:45-4:50</b>	<b>Operating Policies</b>				
<i>5 min</i>	Policy 01-2019 Records Retention, Inspection and Copying		Christina Bernard	Att I	Action
<b>4:50-5:25</b>	<b>Property Management</b>				
<i>5 min</i>	Report on 2018 Tower Operating Expenses		Christina Bernard	Handout	Information
<i>10 min</i>	Reconciliation of 2018 Tower Operating Costs		Christina Bernard	Handout	Information
<i>20 min</i>	Payment schedule/timing for Commerce Tower Expenses		Jeff Natter		Discussion/Action
<b>5:25</b>	<b>Adjourn</b>				