



Meeting of the Finance & Audit Committee
Wednesday, January 8, 2020, 9:00-10:30 AM
Quarters 2, Beacon Hill Campus
1200 12th Ave South, Seattle, WA 98144

The Finance & Audit Committee Chair reviewed the 2020 Finance Committee Workplan.

- The Committee agreed to create and adopt a Reserve Plan Operating Policy.
- The PHPDA will have a State Audit this year
- The Committee suggested inviting current and former grantees as Advisors the PDA in either or both committees.
 - This can be included in the Governing Council's succession planning as well.
 - PHPDA will create a profile to include guidelines for what they should expect.

Ideas for Increased Conversation Between Committees

The Executive Director opened up discussions for ideas on increasing conversations between the two PHPDA Committees. The Program Committee raised some suggestions and the Finance Committee discussed some:

- The Committee discussed a possible joint session that crosses over both the Program Committee and Finance Committee, from 8:30 – 9:00 AM between their regularly scheduled Wednesday meetings.
- The Office Coordinator can begin sending agendas and/or meeting packets to all Committee members to keep everyone informed on PDA activities and to invite all members to attend.
- The Committee also suggested a potential Consent Agenda format for action items as well as a meeting Cover Sheet.
- Staff will discuss logistics and legal restrictions of having an additional GC meeting.

February Meeting Adjustment

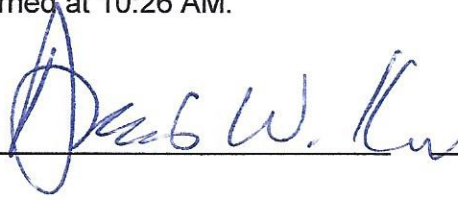
The Associate Director discussed the Program Committee's LOI review scheduled for February 5.

- The Program Committee extended their February 5th meeting by 30 minutes to accommodate for review time (7:30 AM – 9:30 AM), and the Finance Committee agreed to have their meeting begin 30 minutes later to run for an hour (9:30 AM – 10:30 AM).

Adjournment

The meeting was adjourned at 10:26 AM.

Minutes approved: _____

 3/4/2020

 (Date)