

HPPOA Finance Committee Meeting Minutes 08/02/2023

APPROVED

1. Roll Call

- ~~Jeannette Baysa~~
- ~~Annie Bunker~~
- Bruce Derrick
- Alissa Hanshew - D3, Treasurer
- ~~Kari Hoffman - D5, President~~
- Kristen Peters
- Patricia Ruppert
- Debbie Skaggs
- Mayelin Stillwell
- Larry Torres (nonvoting)

2. Agenda amended to add item #3

3. Committee membership discussion

- Bylaws dictate FC membership voted on at June membership meeting
- We can replace a member if someone resigns, but no mechanism to add a member
- Committee membership is at minimum the treasurer, one appointed board member, and at least two owners
- 7 members voted in at June membership meeting, if someone resigns, we can replace them
- Suggest to Bylaws Committee to better flesh out FC membership section

4. Elected:

- Vice chair: Debbie Skaggs
- Secretary: Kristen Peters

5. Reminders

- committee tasks - reviewed Bylaws section on what FC is responsible for
- handling of confidential and sensitive information

6. Monthly meeting schedule set, through December, second Wed of the month 1-2 pm in the library, will reevaluate schedule for new year taking into account increased need for meetings to work on next budget

7. Introduced file sharing

8. Reviewed 2023-2024 budget and capital improvement plan

9. Reviewed contracts:

- Pitney Bowes - mailings, prints stamps
- Toshiba - big printer; printer was purchased, contract is for ink, repair, and maintenance
 - Will likely need to budget for a new printer
- Net2phone - phones, transcribed voicemail, internet based
 - Larry working on adding landlines and cell phones
 - Seeking new contractors for this service

Currently scheduled meetings:

Wednesdays 1:00-2:00 pm in the Activity Center Library

9/13, 10/11, 11/8, 12/13