**FINANCE COMMITTEE MEETING MINUTES**

**February 10, 2022**

**Zoom**

**4-5pm**

**Present: Jennifer, Kevin, Diane, Mickey, Deborah, Curt**

**Welcome:**

* + Curt opened the meeting and asked what committee members would like to see for future meetings and committee operations.
  + Discussion focused on ensuring that Diane receives relevant information discussed at DRC Board meetings since she is not on the Board.

**Quarterly Financials:**

* Jennifer presented the quarterly financial information circulated prior to the meeting by Jennifer and Jody.
* The presentation was followed by questions and answers with the committee.

**Spontaneous Audit:**

* The committee conducted a spontaneous review of select transactions from November 2021.
* Jennifer walked the committee through the Oly Fed statement and reconciliation report.
* There was a question and answer session with the committee.
* The committee observed that expected processes were followed.
* Given the difficulty of reviewing documents during an Zoom meeting, the committee suggested that Curt as Treasurer meet periodically with Jennifer to fulfill this function.

**External Audit:**

* Jennifer provided an update on the external audit.
* The work is in its final stages and should be competed and distributed soon.

**Other Items:**

* For the next meeting, Mickey suggested that the committee discuss the role of the Treasurer and make sure the position description fits the desired role.
* Jennifer suggested also doing that same exercise for the committee as a whole.
* Curt will incorporate these items into the next meeting.

**Adjourn**

Respectfully,

Curt Gavigan

DRC Board Treasurer