

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
FINANCE COMMITTEE MEETING MINUTES HELD VIA MICROSOFT TEAMS
May 5, 2022**

Committee Members Present

David Alvarez, Chair
Chris Comstock
Judge George Jirotko

Committee Members Not Present

Harriet Crozier (Excused)

Others Present

Ann Marie Winter, Executive Director, Area Agency on Aging of Pasco-Pinellas
Paula Moore, Chief Financial Officer, Area Agency on Aging of Pasco-Pinellas
Virginia Joseph, Executive Assistant, Area Agency on Aging of Pasco-Pinellas

Agenda Item #1 - Call to Order

The Area Agency on Aging of Pasco Pinellas, Inc. Finance Committee Meeting was held on Thursday May 5, 2022 via Microsoft Teams. Chair David Alvarez called the meeting to order at 9:31 a.m.

Agenda Item #2 - Public Meeting Notice

Ms. Ann Marie Winter announced the meeting was publicly noticed.

Agenda Item #3 - Roll Call

Chair David Alvarez called the roll, a quorum of committee members was present.

Agenda Item #4 - Approval of Minutes

Chair David Alvarez presented the last meeting minutes of April 7, 2022, and asked if there were any questions or comments, there were none. Judge George Jirotko made a motion to approve the April 7, 2022, Finance Committee meeting minutes. Mr. Chris Comstock seconded. None opposed, motion carried.

Agenda Item #5 - Addendum Item(s) or any other Item(s) requiring Board Discussion

Chair David Alvarez highlighted the need to consider additional persons to seat on the Finance Committee. Chair Alvarez will make a recommendation at the May Board of Directors meeting.

Agenda Item #6 - AAAPP Unaudited Statement of Financial Position

Ms. Paula Moore, CFO presented the AAAPP Unaudited Statement of Financial Position year to date March 31, 2022. There were questions on delayed payments to vendors and net assets with/without donor restrictions. This was addressed by Ms. Paula Moore. Mr. Chris Comstock made a motion to recommend taking the Unaudited Statements of Financial Position year to date March 31, 2022 to the Board for approval. Judge George Jirotko seconded, none opposed, motion carried.

Agenda Item #7 - AAAPP Unaudited Statement of Revenue and Expense Budget vs Actual

Ms. Paula Moore, CFO presented the AAAPP Unaudited Statement of Revenue and Expense Budget vs Actual. There were question and comments. This was addressed by Ms. Moore. Mr. Chris Comstock made a motion to recommend taking the Unaudited Statement of Revenue and Expense Budget vs Actual year to date March 31, 2022 to the Board of Directors for approval. Judge George Jirotko seconded. None opposed, the motion was carried.

Agenda Item #8 - Unaudited Statement of Activities and Changes in Net Assets

Ms. Paula Moore, CFO presented the AAAPP Unaudited Statement of Activities and Changes in Net Assets for the year-to-date March 31, 2022. There were no questions nor comments. Judge Jirotko made a motion to recommend taking the Unaudited Statement of Activities and Changes in Net Assets year to date March 31, 2022 to the Board for approval. Mr. Chris Comstock seconded, none opposed, motion carried.

Agenda Item #9 – Surplus (Deficit) Report

Ms. Ann Marie Winter presented the Surplus/(Deficit) Report by Planning and Service Area (PSA) for Year to Date March 31, 2022. There were questions and comments. This was addressed by Ms. Winter. Mr. Chris Comstock made a motion to recommend taking the Surplus (Deficit) Report Year to Date March 31, 2022 to the Board of Directors for approval. Judge George Jirotko seconded, none opposed, motion carried.

Agenda Item #10 – Office Space

Ms. Ann Marie Winter explained that the AAAPP has expanded beyond the capacity of the Agency's current office space. The Agency is expanding in terms of staff, but the infrastructure has remained the same. Offices have been doubled up, but this has not sufficed. As a result, the Agency is working towards seeking additional office space. In discussion with Bay Pointe Management for the possibility of leasing other vacant and available office space to house additional staff and programs. Discussion and comments ensued on the matter. Discussion with Bay Point Management will continue, and a recommendation will be presented to the Committee and the Board. For information only, no action necessary.

Agenda Item #11 - 2021 Financial Statement Audit

Paula Moore, Chief Financial Officer informed that the audit would commence in the coming week and expected to be presented at the June Finance Committee and Board meeting. For information only, no action necessary.

Agenda Item #12 – NetSuite Accounting System Implementation

Ms. Paula Moore, CFO announced that the Finance Team have finalized the implementation phase of NetSuite and now moving on the advanced customer support, concentration on financial statements and additional customization. Bank now connected to NetSuite. For information only, no action necessary.

Agenda Item #13 - Item(s) for Discussion

None.

Agenda Item #14 - Chairman's Report

Chair David Alvarez asked about the status of the Investment Policy now that it was approved. This was addressed by Ms. Ann Marie Winter.

Agenda Item #15 – Executive Director's Report

The Executive Director thanked Committee members for being so engaged and a good sounding Board. The Executive Director informed that the Strategic Board Planning Retreat will be held, on Saturday May 14, 2022 and encouraged Board members to attend.

Agenda Item #16 - Committee Member's Comments

Judge George Jirotko informed that he will be absence for the June Finance Committee meeting.

Agenda Item #17 - Adjourn

There being no other items for discussion the meeting adjourned at 10:29 a.m.

Respectfully submitted,

David Alvarez, Chair

Virginia Joseph
Recording Secretary

Chair

Date