

AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.
FINANCE COMMITTEE MEETING MINUTES HELD VIA MICROSOFT TEAMS
APRIL 8, 2021

Committee Members Present

Chris Comstock
David Alvarez
Harriet Crozier

Committee Members Not Present

Camille Hernandez, Chair (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 Cruz, 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 April 8, 2021 via Microsoft Teams. Ms. Harriet Crozier called the meeting to order at 9:44 a.m. The meeting was chaired by Ms. Harriet Crozier in the absence of Chair Camille Hernandez,

Agenda Item #2 — Public Meeting Notice

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

Agenda Item #3 — Roll Call

Ms. Ann Marie Winter called the roll and a quorum of committee members were present.

Agenda Item #4— Approval of Minutes

There were no minutes to be presented for approval. The Finance Committee meeting of March 4, 2021 was not convened due to the lack of a quorum.

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

None.

Agenda Item #6 — Area Agency on Aging Unaudited Statement of Financial Position

Ms. Paula Moore, CFO presented the AAAPP Unaudited Statement of Financial Position year to date February 28, 2021. There was a question on whether there were any anticipated amounts of change. This was addressed by Ms. Moore. There being no further questions or comments. Mr. Chris Comstock made a motion to recommend taking the Unaudited Statement of Financial Position year to date February 28, 2021 to the Board of Directors for approval. Mr. David Alvarez seconded. None opposed, the motion was 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 year to date February 28, 2021. There were comments and discussions on the policy for explanation of general comments on variances and the addition of a prior year to date column for comparison.

Motion #1:

Mr. David Alvarez made a motion to update the Unaudited Statement of Revenue and Expense Budget vs Actual report to include a ***“prior year to date column and to adjust the formula in the variance column to show either a negative or positive variance as compared to the year-to-date budget.”*** Mr. Chris Comstock seconded, none opposed, motion carried.

Motion #2:

Mr. Chris Comstock made a motion to recommend taking the AAAPP Unaudited Statement of Revenue and Expense Budget vs Actual year to date February 28, 2021 as presented to the Board of Directors for approval. Mr. David Alvarez seconded. None opposed, motion 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 February 28, 2021. There was a comment to update the report with a prior year budget column for comparison. Mr. David Alvarez made a motion to recommend replacing the date reference in the header of the report to state: Year to Date as of February 28, 2021, replacing the wording: For the Month Ended. In addition to recommending the AAAPP Unaudited Statement of Revenue and Expense Budget vs Actual to the Board for approval. Mr. Chris Comstock seconded, none opposed, motion carried.

Agenda Item #9 — Surplus/(Deficit) Report

Ms. Ann Marie Winter presented Surplus/(Deficit) Report for February 28, 2021. There were no questions nor comments. Mr. Chris Comstock made a motion to recommend taking the February 28, 2021 Surplus/(Deficit) Report for February 28, 2021 to the Board of Directors as presented for approval. Mr. David Alvarez seconded. None opposed, motion was carried.

Agenda Item #10 – Item(s) for Discussion

None.

Agenda Item #11 – Chairman’s Report

None.

Agenda Item #12 — Executive Director's Report

Ms. Winter informed that President Charlie Robinson has appointed Mr. Chris Comstock to serve as the new AAAPP Representative on the 401(k) Investment Committee and Judge George Jirotko to serve on the Finance Committee, due to the resignation of Ms. Linda Lee.

Agenda Item #13 — Committee Member's Comments

Mr. Chris Comstock congratulated Ms. Paula Moore on her appointment as CFO, he is pleased that Ms. Moore accepted the position, he looks forward to working with her. Thanked Ms. Winter for the extra effort in enabling him to attend today’s committee meeting.

Agenda Item #14 — Adjourn

There being no other items for discussion the meeting adjourned at 10:35 a.m.

Respectfully submitted,

Camille Hernandez, Chair

Virginia Cruz
Recording Secretary

Chair

Date