

October 2020 Treasurer/Secretary Transition Discussion

Minutes

October 8, 2020

10:00 – 11:00am EDT



1. Opening

Mr. Paul Tobin opened the Treasurer/Secretary Transition Meeting. No member presented an issue with being recorded. Mr. Tobin called the meeting to order at 10:03 AM.

Members Present: Ms. Brande Shelton and Mr. Paul Tobin

Staff Present: Ms. Whitney Harris

Members of the Public: None

2. Approval of Agenda

No members of the public commented. No modifications were made to the agenda. The agenda was approved with no objection.

3. Transition Topics

Mr. Tobin opened the discussion on the monthly Treasurer's reports. Mr. Tobin and Ms. Whitney Harris reviewed the Balance Sheet and Profit and Loss in detail. Mr. Tobin provided an overview of the investment statement and investment policy. Ms. Brande Shelton would like access to view reports on Quickbooks. Ms. Harris will introduce Ms. Shelton to Mr. Rene Bruer of Smith Bruer via email. Mr. Tobin reviewed the remaining statements attached to the meeting agenda.

4. Additional Documents

Mr. Tobin briefly reviewed the budget, audit, and 990.

5. Closing

Mr. Tobin closed the Treasurer/Secretary Transition Meeting. No public comments were made. The meeting was adjourned at 11:19 AM.