



**Meeting of the PHPDA Finance & Audit Committee
Wednesday, March 1, 2023
9:00 a.m. – 10:30 a.m.**

Physical Location: Quarters 2 Building, Pacific Tower, 1200 12th Ave S., Seattle, WA 98144

Virtual Location: <https://zoom.us> | **Meeting ID:** 876 0807 4924

<https://us02web.zoom.us/j/87608074924?pwd=QmdkZDk5WFdXSmtPR0JkUUNuY3FTZz09>

Phone Option: +1 253 215 8782

Password: SPRING (Numeric Password for Phone: 606066)

AGENDA

<u>Time*</u>	<u>Topic</u>	<u>Discussion Lead</u>	<u>Attachment</u>	<u>Action</u>
9:00-9:02	Call to Order Public Comment	Bob Cook		
9:02-9:03	February 1, 2023 Special Finance Committee Minutes	Bob Cook	Att. A	Approve
9:03-9:10	Update on Program Committee & Grantmaking	John Kim		Information
9:10-9:25	Financial Stewardship			
2 min	Investment Update	Christina Bernard	Screen Share	Information
10 min	Year End 2022 Financial Statements	Christina Bernard	To Be Emailed	Action
3 min	January 2023 Financial Statements	Christina Bernard	To Be Emailed	Action
9:25-9:32	Property Management			
2 min	Report on 2022 Tower Operating Expenses	Christina Bernard	Att. B	Information
5 min	Reconciliation of 2022 Tower Operating Expenses	Christina Bernard	Att. C	Information
9:32-9:42	Grant Management			
10 min	Summary of 2022 New Major & Renewal Grant Mid-Year Financial Reports	Christina Bernard	Att. D	Information
9:42-9:52	Risk Management			
10 min	Update Risk Management Plan	Bob Cook & Christina Bernard	Att. E	Discussion
9:52-10:30	Real Estate			
3 min	North Lot Update	John Kim		Information
5 min	Ratify Local Community Project Capital Request Submission	John Kim	Screen Share	Action
30 min	Update on Quarters Buildings	John Kim & Michael Finch	To Be Emailed	Information
10:30	Adjourn	Bob Cook		

*Times are approximate