



**Meeting of the PHPDA Finance & Audit Committee
 Wednesday, February 7, 2024
 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: 899 9464 4833
<https://us02web.zoom.us/j/89994644833?pwd=Lzk0cjhhdUJsdnhLZF15enBYZ00xUT09>

Phone Option: +1 253 215 8782

Password: DRAGON (Numeric Password for Phone: 575930)

AGENDA

<u>Time*</u>	<u>Topic</u>	<u>Discussion Lead</u>	<u>Attachment</u>	<u>Action</u>
9:00-9:01	Call to Order Public Comment	Bob Cook		
9:01-9:02	December 6, 2023 Finance Committee Minutes	Bob Cook	Att. A	Action
9:02-9:05	Update on Program Committee & Grantmaking	Virgil Wade		Information
9:05-9:20	Financial Stewardship November 2023 Financial Statements	Christina Bernard	Att. B	Action
	Money Market Account with Umpqua Bank	Bob Cook and Christina Bernard	Att. C	Action
	Annual Insurance Renewal	Christina Bernard	Att. D	Action
9:20-9:30	Personnel Update to PHPDA Employee Handbook (Transportation Benefit)	Virgil Wade	Att. E	Action
	Staff Time Tracking July – December 2023	Christina Bernard	Att. F	Information
9:30-9:35	Professional Services Professional Services Relationship with Pacifica (Res. 01-2024)	Virgil Wade	Att. G	Action
9:35-10:15	Real Estate Beacon Pacific Village Update	Virgil Wade		Information
	Hiring of Campus Signage Consultant (Resolution TBD)	Virgil Wade	Att. H (Res. To Be Emailed)	Discussion/ Action
	Update on Quarters Buildings; Services Contract with Department of Commerce	Virgil Wade	To Be Emailed	Discussion/ Action
10:15-10:30	Committee Governance Review of Finance Committee 2023 Workplan	Bob Cook	Att. I	Discussion
10:30	Adjourn	Bob Cook		

**Times are approximate*