The Cameron Station Community - Financial Advisory Committee (FAC)

18 July, 2013

I. **Meeting Called To Order:** 7:01 pm by the FAC Chairman, Jeff Gathers.
   **Members Present:** Mahl Avila, Aldo D'Ottavio, Harry Glenos, Liz Johnson, Kyle McKuhan
   **Members Absent:** None

II. **Approval of Agenda:** The motion passed unanimously.

III. **Approval of the June 20, 2013 Minutes:** The motion passed unanimously.

IV. **Resident Open Forum:** None.

V. **Review of Financial Reports:**
   a) **June 2013 Financials** - The committee discussed the reported $88,638.32 year-to-date surplus in actual-to-budget net income, and the extent to which that number represents a reasonable “best estimate” of full-year results. More specifically, a “better” estimate can often be provided by recognizing, for example, known mismatches between actual provider billing cycles and those assumed in the budget. Is there a straightforward way to share that insight with the “high-level” user of the report than referring to the line-by-line variance commentary? Quite possibly, this is an area where the FAC could contribute by providing supplementary analysis for Management and the Board.

   However, the timing of the issuance of the monthly financial reports makes it all but impossible to complete this type of reporting quickly enough to enter the monthly Board meeting package. The FAC will continue to explore options in this area. If the approach can be simplified enough, one or more FAC members could commit to additional analysis within, say, a week or two of the Board meeting. Findings would be shared with the Treasurer and the Community Manager as soon as they were available. Further sharing with other Board members or management staff would be at the discretion of the primary recipients. The FAC will continue discussion of these ideas in future meetings.

   b) **Receipt of Excel-formatted data**
   As another approach to make review of the monthly financial package more efficient, the FAC requested access to the raw data from some of the financial reports in Excel spreadsheet format. Some members are interested in having more flexibility to sort, review, and evaluate these data and to track key results over time and trends. Just this week, the Community Manager provided data from one month’s reports, which we will use to test the viability of these plans. Harry Glenos will begin the analysis. If initially successful, we will be asking for more historical data to attempt the trend analysis.
VI. Old Business:

a) Investment Policy Document Update:
The committee discussed the intent and purpose of the proposed CSCA Investment Policy document, and its most recent draft. Other items discussed:

i) Section VII Investment Guidelines – The committee discussed the longest permissible duration of any individual investment, and whether to specify as policy that certain investment instruments always be held to maturity.

ii) As a next step, Harry Glenos will revise this draft document based on discussions of this evening’s meeting. It is likely that this draft document will be ready for initial review at CSCA’s August 2013 board meeting.

b) Reserve Study Update:
Reserve Advisors has identified the engineer who will do the inspection and promised prompt action on the on-site inspection.

c) Process for Review of Committee Budget Requests; Budget Schedule:
Jeff Gathers will distribute the updated schedule of meetings. An upcoming key meeting will be Wednesday, 14 August, when committee chairs will provide background information about their 2014 budget requests, answer questions and receive feedback from the Board and the FAC. Participation by all FAC members is encouraged.

VII. New Business:

a. FAC Member Recruitment —
The FAC has six members with the recent addition of Aldo D’Ottavio; there remains one vacancy and the committee is actively looking to fill this position.

b. Other – None.

VIII. Meeting Adjournment: 7:46 pm