

## COMMITTEE REPORTS

February 2024

**Committee:** Finance Committee

**Committee Chair:** Karen Douglas

**Date of last meeting:** February 21, 2024

**Date of next meeting:** March 13, 2024

**Action Items In Process/Completed:**

- SD Mayer submitted comments to the Finance Manager for the FY23 review. Responses are in process.
- The Committee is in process of reviewing and revising our document retention policy.
- We are in process of retaining SD Mayer or the FY23 review.
- The FC plans to switch to a new insurance broker. Renewal of D & O insurance is in process.
- The implementation of the new payroll system, Paychex, has now been completed. The Employee Manual is has been updated to reflect the change.
- Signers at our financial institutions have now been update.
- The Garden Director presented a list of needed projects. This will be part of the FY25 budget to be approved by the board.
- The FY 25 budget timeline was reviewed by the FC. The Committee is asking all chairs to be realistic in their budgets.

**Announcements to the board:**

**Questions for the board/larger group:**

**Any board support requested?:** Please review the Treasurer's Report for January 2024.

**Task Force:** Horticultural Complex Task Force

**Chair:** Karen Douglas

**Date of last meeting:** February 20, 2024

**Date of next meeting:** March 5, 2024

**Action Items In Process/Completed:**

- CAW hired and Program verification completed.
- Proposed site plans were submitted to the board in January.
- The task force will present elevations to the board in February along with information about the project's potential impacts.
- CAW met with the city to discuss the permit process and any limitations due to Gamble's Category 2 "Major Building" historic status.

**Announcements to the board:**

**Questions for the board/larger group:**

**Any board support requested?:** Please read the memo from the Task Force BEFORE THE MEETING. The presentation will be focused on the proposed elevations and will not repeat material in the memo.