OPA BUDGET AND FINANCE COMMITTEE
MEETING MINUTES FEBRUARY 26, 2020

Attendees: Dick Keiling (Chairman), Brian Reynolds, Jeff Knepper and Tom Piatti; Non-Committee: Doug Parks (Board Liaison), Steve Phillips and Colby Phillips

Meeting called to order 8:30 a.m.

Agenda previously distributed was amended to add a discussion concerning a change to Resolution F-03.

No Public attendees.

Minutes of 1/29/2020 were approved.

Brian Reynolds provided a NORTHSTAR (NS) update (attached):

- Issues have been prioritized - working with NS and OPA Staff for resolution
- 21 issues have been tagged as enhancement or change requests
- Many open issues are training related
- Developing work flow to cut down on paperwork
- NS has yet to delve into PW/CPI departments

Steve Phillips provided January 31, 2020, financials:

- OPA ended the Ninth month with a positive variance from budget of $18,417
- Revenues were under budget by $8,256 and total expenses were under budget by $26,673
- <u>Positive</u> year-to-date operating fund variance of $641,433
- Revenues are over budget by $430,661 and total expenses under budget by $210,772. Compared with last year, revenues are up in all departments.

Colby Phillips request for B&F to endorse a change to F-03, Capital Reserve Replacement:

- Change the purchase or replacement of capital items having a useful life of over two years and an acquisition cost of at least $5,000, from $5,000 to $2,000.
- B&F unanimously supports this change and asked Board Liaison Doug Parks to report our recommendation to the Board.

The meeting was adjourned at 9:58 a.m.

Following the GM's request for assistance at the Jan 29 B&F meeting, Doug P, Jeff K, & Brian R met with dept heads on Thu, Jan 30 and Tue, Feb 4 to discuss issues. Each dept submitted their own list of problems, some were common to all depts. There were approx. 100 issues identified, 112 issues reported now to date.

Doug organized the lists into table form, items were categorized and ranked as High, Medium, and Low priority. Over the week, dept heads reviewed their issues, added notes and updates where applicable. On Fri, Feb 7, OPA notified NS regarding our progress and concerns, and passed along the issues list. On Tue, Feb 11, NS responded positively to our request and asked for follow-up meetings with dept heads which took place the week of Feb 18-21. At this time, OPA and NS are sharing the open issues file and updating it concurrently as problems are addressed and confirmed as resolved/closed.

Current status for All Reported Issues (as of 2/25/20):

All	Total Issues	High	Medium	Low
Open at 2/7/20	112	21	74	17
Resolved/Closed	35	7	20	8
Open at 2/25/20	77	14	54	9

Current status for Finance Dept-only Issues:

Finance Dept	Total Issues	High	Medium	Low
Open at 2/7/20	32	6	16	10
Resolved/Closed	13	2	9	2
Open at 2/25/20	19	4	7	8

Initial HIGH priority Finance Dept Issues (as of 2/25/20):

1. **Bank Reconciliation**, open, on-going work, contributing issues being addressed, also making work process changes, waiting to see if all adjustments have been effective.
2. **Credit Card Receipts,** resolved/closed, satisfactory workaround
3. **Purchase Authorizations**, resolved/closed, work-flow configuration issue addressed by NS
4. **Swim Debit Card Transactions**, open, process change indicated, Julia & Ali working issue
5. **January Closing – Items in Question**, open, 'A/P Clearing GL account (created for bank rec process) is showing up on JE', related to Bank Reconciliation issue
6. **0.01 CC transactions charged to CC**, open, confirmed bug, NS has submitted to Development

Notes:

- There are numerous open issues identified as training-related
- There are numerous open issues related to ongoing implementation efforts, esp. PW/CPI
- There are approx. 21 issues tagged as enhancement/change requests
- Enabling membership payments and event registrations via new web site has been postponed