

## MEETING MINUTES

### **Members Present:**

Terry Mullarkey, President  
Bob McKenzie, Vice President  
Darrin Francom, Secretary  
Carolynn Hiron, Treasurer  
Barb Patterson, Director  
Gina Richard, Director  
Doug Sutherland, Director

### **Members Absent:**

### **Others Present:**

John Bowman, Community Executive Officer  
Michele DeMichele, Community Operations Officer  
Paul Conley, Community Financial Officer  
Kristi Northcutt, Comm & Public Affairs Director  
Dave Fermoile, Community Center Director  
Brandon Haile, Parks & Facilities  
John Lunsford, Parks & Facilities  
Jonathan Ebertshauser, Legal Counsel  
Paul Hansen, Partner, Butler Hansen, PLC  
Shannon Reeths, Executive Assistant

### **CALL TO ORDER**

President Mullarkey called the meeting to order at 6:30 p.m. and recognized those in attendance.

### **ESTABLISH QUORUM**

President Mullarkey established a quorum with seven Board members present.

### **ADOPT AGENDA**

**Vice President McKenzie made a motion to adopt the agenda. Director Richard seconded. Voting took place; the motion passed unanimously.**

### **APPROVAL OF MINUTES**

**Vice President McKenzie made a motion to approve the August 26, 2020 and September 9, 2020 Budget Session meeting minutes as presented. Secretary Francom seconded. Voting took place; the motion passed unanimously.**

### **PRESENTATIONS/ AWARDS/ ANNOUNCEMENTS**

#### **A. 2019 Audit Report**

Paul Hansen, Partner with Butler Hansen, PLC, presented the independent auditor's report. The report encompassed ACC's financial statements including the balance sheet and related statements of revenues, expenses, and changes in fund balances and cash flows for the year ending December 31, 2019. Mr. Hansen spoke about management's responsibility for the financial statements, the auditor's responsibility, the auditor's opinion, and disclaimer of opinion on required supplementary information. He also stated that the financial statements as of December 31, 2018, were audited by other auditors whose report, dated February 12, 2020, expressed an unmodified opinion on those statements. Upon completion of the audit, Butler Hansen issued the ACC an unqualified opinion; the financial statements were fairly and appropriately presented, without any identified exceptions, and in compliance with generally accepted accounting principles.

**Vice President McKenzie made a motion to accept the audit report as presented. Director Sutherland seconded. Voting took place; the motion passed unanimously.**

### **STAFF REPORTS/ FINANCIALS**

CEO John Bowman presented the staff report, including updates on the changing COVID-19 restrictions, the expected reopening of several Community Center amenities, and upcoming events that will be modified to account for the pandemic restrictions. Mr. Bowman noted that residents should review the electronic version of The Anthem Way & Activities Guide, which will provide an up-to-date status on all ACC activities.

CFO Paul Conley presented the financial operations report, including a summary of the August financial statements and a variance report showing the YTD variance between budget and actual. The full disclosure financial statements are available to residents on the ACC website. Mr. Conley spoke to the impacts that COVID-19 has had on our revenue and expenses.

**A. 2021 Budget – Review Final Draft**

Treasurer Hiron gave a brief update on the work that has been done to date. She stated that the Finance Committee has reviewed the draft in full detail and supports the recommendation to present the 2021 budget for final approval at the October 28, 2020 Board meeting.

**CLOSED SESSION REPORT**

There was nothing to report from the Closed Session meeting that was held immediately prior to this meeting.

**OPEN DISCUSSION**

There were no public comments or questions for the Board.

**NEW BUSINESS**

**A. 2020 Veterans Day Ceremony**

Ms. Northcutt presented the 2020 Veterans Day Ceremony recommendation. She stated that due to ongoing state restrictions placed on large public gatherings amidst COVID-19, and in an effort to minimize community spread of the virus at an event where physical distancing would be challenging, staff is presenting three options for consideration; Option A, a scaled –down, in-person ceremony, Option B, a virtual ceremony with no on-site elements, and Option C, a virtual ceremony with limited on-site elements. Staff recommends Option B. The Board discussed the various scenarios.

**Vice President McKenzie made a motion to adopt Staff’s recommendation to move forward with a virtual ceremony with no on-site elements (Option B). Director Patterson seconded. Voting took place; the motion passed unanimously.**

**ADIJOURNMENT**

There being no further business to discuss, the meeting adjourned at 7:22pm.

Respectfully Submitted,



Darrin Francom, Secretary

On Behalf of the Anthem Community Council Board of Directors