

DRAFT MINUTES
Fort Worden Public Development Authority Executive Committee Meeting
26 November, 2014, Company B, Fort Worden

I. Call to Order: Cindy Finnie called the meeting to order at 9:05 AM

II. Present: Cindy Finnie, Scott Wilson, Norm Tonina, Bill James, Bill Brown (at 10:00), Gee Heckscher

III. Review of Small Works Roster

- Several minor edits – grammatical and clarifications were suggested
- Action: Roster was approved as amended with the understanding that the noted gaps in timeframes and dollar amounts would be addressed by the Executive Committee

IV. Financial Update:

- The problems occurred when operational revenues were comingled with advance deposits and donations. This problem was not identified until it was determined that Atrio was incapable of distinguishing between these accounts in October.
- The on-going process to update the financial reporting, includes filling in an X-cel spreadsheet with the corrected data and then transferring the appropriate numbers into the Quickbooks accounting system.
- Current progress: May and June are complete and entered into Quickbooks; July and August spreadsheets are underway; November is being processed on a daily basis. September and October have not been started. Mike and Gerda are working on spreadsheets and Colleen is being trained on Quickbook entries by Liz. Directive is to be complete by Dec 17 Board meeting.

VI. Adjourned at 11:30