



Meeting Minutes
Finance & Audit Committee Meeting Agenda
Fort Worden Lifelong Learning Center Public Development Authority (FWPDA)
Wednesday, February 16, 2022 | 10 a.m.
Via Zoom (Remote Meeting Per Governor Inslee's Proclamation 20-28.15)

Meeting Agenda

I. Call to Order

The meeting was called to order at 10:00 a.m.

II. Roll Call

PDA Board members: John Begley, David King

PDA Staff: David Timmons, Becky Wagner, Carolyn Zipeto, Meriden Vitale

III. Public Comment

No public comment at this time.

IV. Finance Reports

- A. Profit & Loss Statement
- B. Cash Flow Statement
- C. 2021 Preliminary Ending Balance
- D. Maker's Square Update

Becky Wagner gave an update on the above finance reports as well as the Maker's Square project and budget.

V. Recommendations

- A. Kitsap Checking Accounts, Resolution 22-06

David King made a motion to recommend to the board approval of this resolution with the additional names of chair and treasurer as signatories. John Begley seconded. **Unanimously approved.**

- B. Fort Worden Hospitality Closing Check List
- C. Fort Worden MOU w/ Hospitality

David King made a motion to recommend to the board authorizing the Executive Director to complete the process outlined in the MOU. John Begley seconded. **Unanimously approved.**

VI. Internal Controls

John Begley and Becky Wagner spoke about the internal controls that are currently in place for the PDA, as well as the Fort Worden Foundation. There was agreement to bring the internal controls to the next board meeting for the full board's awareness.

VII Public Comment

No public comment at this time.

VIII Adjourn

The meeting was adjourned at 10:58 a.m.