

**AREA AGENCY ON AGING OF PASCO-PINELLAS, INC.  
FINANCE COMMITTEE MEETING MINUTES HELD VIA MICROSOFT TEAMS  
November 9, 2023**

**Committee Members Present**

David Alvarez (Chair)  
Chris Comstock  
Judge George Jirotko  
Dr. Paula O'Neil

**Committee Members Not Present**

None

**Others Present**

Ann Marie Winter, Executive Director, Area Agency on Aging of Pasco-Pinellas, Inc.  
Paula Moore, Chief Financial Officer, Area Agency on Aging of Pasco-Pinellas, Inc.  
Bill Barone, Controller, Area Agency on Aging of Pasco-Pinellas, Inc.  
Nora Fitzpatrick, Executive Assistant, Area Agency on Aging of Pasco-Pinellas, Inc.

**Agenda Item #1 - Call to Order**

The Area Agency on Aging of Pasco Pinellas, Inc. Finance Committee Meeting was held on Thursday, November 9, 2023, via Microsoft Teams. Chair David Alvarez called the meeting to order at 9:30 am.

**Agenda Item #2 - Public Meeting Notice**

Ms. Ann Marie Winter announced the meeting was publicly noticed.

**Agenda Item #3 - Roll Call**

Ms. Ann Marie Winter called the roll. A quorum of committee members was present.

**Agenda Item #4 - Approval of Minutes**

Chair David Alvarez presented the October 2023 meeting minutes and asked if there were any questions or comments. There were none. Judge George Jirotko made a motion to approve the meeting minutes. Dr. Paula O'Neil seconded. None opposed, motion carried.

**Agenda Item #5 - Addendum Item(s) or any other Item(s) requiring Board Discussion**

None.

**Agenda Item #6 – Unaudited Statement of Financial Position**

Ms. Paula Moore presented the AAAPP Unaudited Statement of Financial Position Year to Date September 30, 2023. Chris Comstock made a motion to take the unaudited statement of financial position to the Board of Directors. Judge George Jirotko seconded the motion. None opposed, motion carried.

**Agenda Item #7 - AAAPP Unaudited Statement of Revenue and Expense Budget vs. Actual**

Ms. Paula Moore presented the Unaudited Statement of Revenue and Expense Budget vs. Actual year-to-date through September 30, 2023. Judge George Jirotko made the motion to recommend taking the statement to the Board of Directors and Dr. Paula O'Neil seconded. None opposed, motion carried.

**Agenda Item #8 - Unaudited Statements of Activities and Changes in Net Assets**

Ms. Paula Moore presented the Unaudited Statement of Activities and Changes in Net Assets year-to-date through September 30, 2023. Judge George Jirotko made the motion to recommend taking the statement to the Board of Directors and Dr. Paula O'Neil. None opposed, motion carried.

**Agenda Item #9 - Surplus/(Deficit) Report**

Ms. Paula Moore presented the Unaudited Statement of Activities and Changes in Net Assets year-to-date through September 30, 2023. September 30, 2023. Dr. Paula O'Neil made the motion to recommend taking the report to the Board of Directors and Chris Comstock seconded. None opposed, motion carried.

**Agenda Item #10 — Finance Committee Meetings for 2024**

Ms. Ann Marie Winter presented the Finance Committee Meeting Schedule for 2024. Meetings will be held on the first Thursday of the month except February, May, August, and October. Meetings in these months will be held on the second Thursday of the month to allow time to prepare accurate financial statements for the previous reporting period.

**Agenda Item #11 - Item(s) for Discussion**

None.

**Agenda Item #12 - Chairman's Report**

None.

**Agenda Item #13 — Executive Director's Report**

Ms. Ann Marie Winter, Executive Director, discussed the future of the Finance Committee membership in light of several members rolling off the board during 2024.

**Agenda Item #14 - Committee Member's Comments**

None.

**Agenda Item #15 - Adjourn**

There being no other items for discussion, the meeting adjourned at 10:19 a.m.

Respectfully submitted,

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Nora Fitzpatrick  
Recording Secretary

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David Alvarez, Chair  
Date: \_\_\_\_\_