

Impromptu Meeting with Board / Treasurer

Attendance:

- Jill Kilby
- Paulina Allen
- Bridget Anders
- Patrick Ridgeway
- Brian Hart
- Loren Buck
- Roy Whitaker

Discussed the following with Patrick / Board:

- For each budgeted event, we need to submit an overview or invoice style proposal that has a breakdown of what we are spending the budgeted amount on.
- If Patrick finds something that he can save us money on, he will suggest it during the approval time and show where he can get it for less.
- Proposal is due 15 business days before the card is needed for purchases
- Patrick will approve and return proposal with card within 7 business days of submittal.
- Card will be issued in the name of River Stone HOA and have authorized signatures of Patrick and Bridget who are treasurers.
- After card purchases are made, must submit them with a template and copy of the receipt or original receipt.
- Patrick will create the template and provide it to the committee asap.
- Receipts can be turned in after the event if there is anything that needs to be done last minute.

Sunday, March 3, 2019

- All vendors will require workers compensation insurance or liability insurance that will need to be submitted and filed with vendors . Committee will keep on file all vendors and copies of the insurance that will be submitted each time committee intends to use the vendor.
- Discussed having a release of liability for vendors that don't have workers compensation or for "special " vendors that may not have workers compensation or the right level of liability.
- Discussed consulting with the HOA attorney for more information or to see what we are required to have or how to avoid liability for vendors.
- In December, we are to submit an overview of what our yearly budgeted amount is or will be with a breakdown for each event and how much each is to cost.
- If we need to make any changes to the budgeted amounts or make any changes to the overall event structure, then submit those to the whole board for approval so they know.
- Contract Approvals: anything over \$500 needs the approval and signature of two officers.
- Send all contracts and quotes to board for approval as soon as we get them to make sure they have enough time to approve them.
- Audit: discussed what happens if we get audited and if we will need to provide more info or if what we have provided Patrick will be enough- answer was it is not known at this time.
- Discussed making purchases with remaining budget at the end of the year- will be discussed in more detail at the April Meeting since March meeting is full.
- Card was destroyed in front of all board members and document signed and witnessed that it was destroyed.
- Patrick made a promise to make sure that another card is ordered for us to be able to get it by April 1st to make purchases for Easter event.
- Discussed how our meeting minutes are published, but board has not received meeting minutes, so will send the last meeting minutes to board where shows changes in our budget.

Sunday, March 3, 2019

- Roy and Bucky talked about the interest with the Asheville Tourists game without the food. Speak to Chris Smith about him getting us a block of seats and how we can assist him in getting those reserved or sold at a discount. We would NOT be spending HOA funds on that this time.
- Brian requested our event calendar so he can update the HOA website with more information.

**** Meeting Adjourned ****