

LAKE RIDGE PARKS & RECREATION ASSOCIATION, INC.
FINANCE COMMITTEE MEETING
TALL OAKS COMMUNITY CENTER AND VIRTUALLY VIA ZOOM
May 28, 2020
AGENDA

- I. Call to Order 7:00PM
- II. Open Forum
- III. Approval of the February 25, 2020 Minutes
- IV. Presentation of Draft FY21 and FY22 Budgets
- V. Summer 2020 Paving Proposals
 - a. Wildwood 1
 - b. Wildwood 2
 - c. Villas
- VI. Open Forum
- VII. Adjournment

* Please contact, Doug Milburn, Director of Administration at DMilburn@lakeridgeva.com by 4pm (EST), Thursday, May 28th to participate virtually*

LAKE RIDGE PARKS AND RECREATION ASSOCIATION, INC. (LRPRA)
FINANCE COMMITTEE MEETING MINUTES
February 25, 2020
Tall Oaks Community Center

PRESENT: *Committee Members:* Brent Barnwell (Chair), Janet Foote (President) *Staff Members:* Ike Mutlu (Chief Operating Officer/General Manager), Michael Yuenger (Director of Finance and IT), Rebecca Hale (Assistant Finance Director), Doug Milburn (Director of Administration and Human Resources)

OPEN MEETING: Mr. Barnwell opened the meeting at 7:00pm.

OPEN FORUM: There were no comments or discussion at this time.

APPROVAL OF THE OCTOBER 29, 2019 MINUTES: Ms. Foote made a motion to approve the minutes. Mr. Barnwell seconded the motion; the minutes were unanimously approved.

THE GOOD, THE BAD, & THE UGLY OF THE JENARK ACCOUNTING SYSTEM: Ms. Hale presented the information about our current database technology, Jenark which has been in place since 1982. Changes in their company and priorities have caused poor technical support, technicians struggling to support, poor product development, and slow response times. This has caused a large quantity of issues for the employees at LRPRA. Some of the areas we are looking to upgrade are integration of recreation software, integration of new access control system, and member access to their personal information. As we look to purchase a new software solution, it is believed that the board will have to consider all the costs and needs. These include the possibility of hiring new personnel, software purchases, hardware purchases, and infrastructure changes. The time frame could likely be 1-4 years to implement. Continuous research will be conducted to see how much money will be needed to put into reserves for the new system.

FY21 BUDGET CALENDAR: Mr. Yuenger spoke about the budget process that has begun. He walked the committee through a preliminary budget calendar. The Board must approve the FY21 budget at its July 14 meeting in order to meet governing documents timeframes.

NEW BUDGET VARIANCES FORMAT & DISCUSSION: Mr. Yuenger went through the quarterly variance report that included the year to date budget and current results. The format of monthly budget statements was discussed and is something the association will be working towards.

BUDGET FOR CAPITAL IMPROVEMENT: Mr. Barnwell discussed that the finance committee will recommend to the board that they continue to budget \$250,000 for capital improvement every year, which is what was budgeted for FY2020. This will be a line item in the budget.

2020 SALARY REVIEW STUDY: Ms. Foote recommended we propose to the board to do a 2020 study for salary review of employees, so we have a better idea of if we align with the industry.

OPEN FORUM: There were no comments or discussion at this time.

ADJOURNMENT: Ms. Foote made a motion to adjourn the meeting. Mr. Barnwell seconded the motion, and the meeting was adjourned at 8:16pm.