FINANCE COMMITTEE
MEETING AGENDA
Tuesday, November 27th, 2018
6:30 PM

1. Call to Order
2. Establish Quorum
3. Citizen Comments
4. Approval of Minutes
5. Prime Time Fitness, LLC – request for loan modification
6. Employee Handbook Discussion
7. 2nd Quarter Financial Review
8. Announcements
9. Adjournment
Meeting called to order at 6:32 pm

Roll Call
Present:
  Committee Members: Christine Klein, Ryan Krajecki
  Absent: Jan Kraus
  Others: Lori Lyons

A quorum was established

No Citizen Comments

Minutes
Krajecki moved to approve the minutes of July 10, 2018. Seconded by Klein. Motion carried by voice vote.

Employee Handbook
The committee recognizes this is a monumental task and the amount of work is overwhelming. The committee finalized an initial plan to break the task into manageable sections to get things moving along.

The committee will meet monthly to discuss the ongoing progress by each member of the committee. The meeting dates are as follows:
  November 27th
  December 18th
  January 22nd
  February 26th
  March 26th
  April 23rd

The committee set a target date of May 1, 2019 to implement the new Employee Handbook.

2nd Quarter Financial Reports
We will review at the November meeting.

Annual Financial Reports
2016 is complete and will be uploaded this week to the Village website. 2017 is in the auditing phase and should be completed soon.