



FINANCE COMMITTEE MINUTES

February 16, 2016

The regular Finance Committee meeting held on Tuesday, February 16, 2016, was called to order by Chair Stone at 10:00 a.m. in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Ms. L. Stone, Chair	Mr. P. Hood
	Mrs. C. Damoci, Vice Chair	Ms. P. Snowden
	Mr. P. Friedman	Mr. R. Stone
		Ms. R. Winkler, Ex Officio

Absent: Mrs. M. Dodero

Staff:

- Mr. R. Ankeny, Executive Director
- Ms. C. Miller, Director of Finance
- Ms. B. Shuler, Finance Manager
- Mrs. J. Rodgers, Purchasing Manager
- Ms. C. Knapp, Stock Transfer Agent
- Mrs. M. McAuley, Recording Secretary
- Mrs. L. Perrotti, GRF Representative, Mutual One
- Mrs. J. Reed, GRF Representative, Mutual Four
- Three Foundation Members

INTRODUCTION OF STAFF AND GUESTS

The Chair introduced and welcomed Foundation members, guests and staff.

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with.

In accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today's posted meeting. The business of the Finance Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting *and* a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board of Directors at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in April.

RULES OF ORDER

The Chair reviewed the meeting rules and asked that courtesy and respectfulness be acknowledged at all times. Please remember to turn off your cell phones.

CHAIR'S REPORT

The Chair reported there are 3 Committee meetings left of the 2015-2016 term. She requested the Committee start accomplishing and looking at the final audit report, investments, leases, capital request and the Reserve Study.

APPROVAL OF MINUTES

The Chair declared the Regular Meeting Minutes of January 19, 2016, approved as corrected.

ACCEPT JANUARY 2016 FINANCIAL STATEMENTS

The Director of Finance reviewed the January 2016 financial reports.

Ms. Snowden MOVED, seconded by Mrs. Damoci and carried unanimously –

TO accept the Director of Finance recommendation to transfer \$966,032 from the Capital Improvement Fund to the Reserve Fund.

This amount represents unused funds from projects authorized in 2014 and completed in 2015 as well as unused funds from projects in progress authorized in 2015 as a capital project that should be reclassified as a reserve project.

Mrs. Dodero MOVED, seconded by Mr. Hood and carried unanimously –

TO recommend the GRF BOD accept the January 2016 Financial Statements for audit.

UNFINISHED BUSINESS

Review of Reserve Study

The Executive Director advised that the civil code requires a Reserve Study. He spoke on the steps of a Reserve Study. A meeting will be scheduled for further review and discussion of the Reserve Study.

NEW BUSINESS

GRF Membership Fees from the Stock Transfer Office

Mr. Hood MOVED, seconded by Mr. Friedman and carried unanimously –

TO approve the refund of \$1,678 membership fee to Shawn Watson.

Ms. Snowden MOVED, seconded by Mr. Stone and carried unanimously –

TO deny the request for Michael Camarena and Joseph Vinton Ash to pay the 2015 GRF Membership fee rate of \$1,678 per person instead of the 2016 rate of \$2,595 per person.

Approve Capital Funding – Axxerion Software Conversion Project

At the regular meeting of the Information Technology Committee on February 9, 2016, the Committee discussed the need for additional funds to bring the Axxerion project to implementation.

Mr. Hood MOVED, seconded by Mrs. Damoci and carried unanimously –

TO recommend the GRF BOD approve the funding from the capital improvement fund NTE \$25,000 to cover estimated remaining costs of the Axxerion software conversion project.

Approve Reserve Funding – Replacement of Parking Lot Light at Clubhouse Six

Ms. Snowden MOVED, seconded by Mr. Friedman and carried unanimously –

TO recommend the GRF BOD approve the replacement of the light pole #4 and upgrading fixtures to LED at a cost of \$6,558 from the Reserve funds. (Asset ID 0605).

Approve Reserve Funding – Replacement of Two Heat Pumps at Clubhouse Six

Mr. Friedman MOVED, seconded by Mr. Hood and carried unanimously –

TO recommend the GRF BOD approve the acceleration of Reserve funds NTE \$10,650 to replace two (2) heater pumps at Clubhouse Six units 3 and 6 (Asset ID 0404).

Approve Non-Budgeted Operational Funding – Extend No Parking Red Curb to in Front of Fire Hydrants on Trust Streets

Mrs. Damoci MOVED, seconded by Ms. Snowden and carried unanimously –

TO recommend GRF BOD approve the non-budgeted Operational Funds to extend the no parking red curb in front of all Fire Hydrants adjacent to Trust Streets at an estimated cost of \$2,000, work to be completed in-house.

Approve Reserve Funding – Accelerate Reserve Funds to Replace the Floors in the Physical Property Break Room

Mr. HOOD MOVED, seconded by Ms. Snowden and carried unanimously –

TO recommended the GRF BOD approve the acceleration of Reserve Funds in the amount NTE \$8,100 to replace the floor in the Physical Property Conference Room and Break Rooms (Asset ID 0702).

Approve Reserve Funding – Purchasing Department Floor Replacement

Mrs. Damoci MOVED, seconded by Ms. Snowden and carried unanimously –

TO recommend the GRF BOD approve the replacement of the flooring in the Purchasing Managers Office and back room at a cost NTE \$4,545.

Approve Non-Budgeted Operational Funding – Relocation of Video Producers Club

Mr. Hood MOVED, seconded by Mrs. Damoci –

TO approve the Non-Budgeted Operational Funds NTE \$5,000 to relocate the Video Producers Club from Clubhouse Five (5) to Clubhouse Three (3).

Mrs. Damoci MOVED, seconded by Ms. Snowden –

TO amend the motion to include contingent upon the approval of the lease by the Video Producers Club.

The MOTION as amended was passed with two no votes (Mr. Stone and Mr. Friedman)

Approve Capital Funds – Space Planning Building Five

Mrs. Damoci MOVED, seconded by Mr. Friedman and carried unanimously –

TO approve \$1,600 from the 2016 Capital Funds for the purpose of contracting with a qualified firm to draft plans to meet with the proposed intended use of the first floor of Building Five (5).

STAFF REPORTS

Purchasing Manager

Ms. Snowden MOVED, seconded by Mrs. Damoci and carried unanimously –

TO approve and process surplus equipment as presented.

The Purchasing Manager's report is attached at the end of the minutes.

Director of Finance

Mrs. Damoci MOVED, seconded by Mr. Hood and carried unanimously –

TO lower the contingency operational fund to \$500,000 and balance goes into Reserves.

Mr. Hood MOVED, seconded by Mrs. Damoci and carried unanimously –

TO approve and reverse the motion on November 5, 2015 to purchase a 125,000 52-week CDAR from the budget contingency fund.

Ms. Snowden MOVED, seconded by Mrs. Damoci and carried unanimously –

TO approve \$230,000 from First Foundation Bank liquid reserve account to be invested in 52-week CDAR.

The Finance Director's report is attached at the end of the minutes.

Executive Director

The Executive Director reported job titles have been amended to reflect industry standards.

PRESIDENT'S COMMENTS

The President thanked the Chair for her reports and time she puts into the Committee.

COMMITTEE MEMBER COMMENTS

Three Committee members commented on the proceedings of the meeting.

ADJOURNMENT

The next regular monthly meeting will be held on Tuesday, March 15, 2016 at 10:00 a.m. in the Administration Conference Room.

The Chair adjourned the meeting at 12:27 p.m.



Linda Stone, Chair
FINANCE COMMITTEE
mmm 03.11.16

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE FINANCE COMMITTEE
MEETING ON FEBRUARY 16, 2016.**

MOTIONS:

- By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with;
- The Chair declared the Regular Meeting Minutes of February 16, 2016, approved as corrected;
- **TO** accept the Director of Finance recommendation to transfer \$966,032 from the Capital Improvement Fund to the Reserve Fund;
- **TO** recommend the GRF BOD accept the January 2016 Financial Statements for audit;
- **TO** approve the refund of \$1,678 membership fee to Shawn Watson;
- **TO** deny the request for Michael Camarena and Joseph Vinton Ash to pay the 2015 GRF Membership fee rate of \$1,678 per person instead of the 2016 rate of \$2,595 per person;
- **TO** recommend the GRF BOD approve the funding from the capital improvement fund NTE \$25,000 to cover estimated remaining costs of the Axxerion software conversion project;
- **TO** recommend the GRF BOD approve the replacement of the light pole #4 and upgrading fixtures to LED at a cost of \$6,558 from the Reserve funds. (Asset ID 0605);
- **TO** recommend the GRF BOD approve the acceleration of Reserve funds NTE \$10,650 to replace two (2) heater pumps at Clubhouse Six units 3 and 6 (Asset ID 0404);
- **TO** recommend GRF BOD approve the non-budgeted Operational Funds to extend the no parking red curb in front of all Fire Hydrants adjacent to Trust Streets at an estimated cost of \$2,000, work to be completed in-house.

- **TO** recommended the GRF BOD approve the acceleration of Reserve Funds in the amount NTE \$8,100 to replace the floor in the Physical Property Conference Room and Break Rooms (Asset ID 0702);
- **TO** recommend the GRF BOD approve the replacement of the flooring in the Purchasing Managers Office and back room at a cost NTE \$4,545;
- **TO** approve the Non-Budgeted Operational Funds NTE \$5,000 to relocate the Video Producers Club from Clubhouse Five (5) to Clubhouse Three (3);
- **TO** amend the motion to include contingent upon the approval of the lease by the Video Producers Club; The motion passed with two no votes (Mr. Stone and Mr. Friedman);
- **TO** approve \$1,600 from the 2016 Capital Funds for the purpose of contracting with a qualified firm to draft plans to meet with the proposed intended use of the first floor of Building Five (5);
- **TO** approve and process surplus equipment as presented;
- **TO** lower the contingency operational fund to \$500,000 and balance goes into Reserves;
- **TO** approve and reverse the motion on November 5, 2015 to purchase a 125,000 52-week CDAR from the budget contingency fund.

ACTIONS:

- A meeting will be scheduled for further review and discussion of the Reserve Study.

Golden Rain Foundation
February 19, 2016 Meeting of the Finance Committee
Purchasing Manager's Report

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Purchasing				
6100000 32	Salaries & Wages - Purchasing	14,907	14,887	(20)
6140000 32	Employment Taxes - Purchasing	1,629	1,676	49
6142000 32	Workers' Compensation - Purchasing	1,106	1,450	344
6143000 32	Group Insurance - Medical - Purchasing	2,643	2,519	(324)
6143300 32	Group Insurance - Dental - Purchasing	49	59	9
6143500 32	Group Insurance - Vision - Purchasing	28	37	9
6144000 32	401(k) Match - Purchasing	413	287	(126)
6145000 32	Group Insurance - Life - Purchasing	256	73	(183)
6146000 32	Long Term Disability Insurance - Purchas	204	56	(115)
6211000 32	Continuing Education - Purchasing	0	300	300
6214000 32	Meals & Special Events - Purchasing	139	0	(139)
6215000 32	Mileage - Purchasing	0	10	10
6217000 32	Uniforms & Laundry - Purchasing	138	150	12
6410000 32	Office Supplies - Purchasing	37	100	63
6410005 32	Building Supplies - Purchasing	4	85	81
6410010 32	Hospitality - Purchasing	39	45	6
6410015 32	Computer Supplies - Purchasing	0	0	0
6410020 32	Equipment Expense - Purchasing	57	112	55
6410030 32	Printer / Copier Supplies - Purchasing	0	66	66
6411000 32	Freight & Handling - Purchasing	2,476	825	(1,651)
6435100 32	Bank Service Fees - Purchasing	111	50	(61)
6444000 32	Equipment Rental - Purchasing	112	112	0
6471000 32	Building Repair & Maintenance - Purchas	0	25	25
6472000 32	Equipment Repair & Maintenance - Purchas	99	50	(49)
6479000 32	Service Contracts - Purchasing	22	18	(4)
6482000 32	Dues, Memberships & Books - Purchasing	0	0	0
6483000 32	Propane - Purchasing	253	250	(3)
6911500 32	Inventory Over / Short-Purchasing - Purc	697	167	(530)
6911505 32	Obsolete Inventory Adjustment - Purchas	337	335	(2)
Total Expenses		25,957	23,775	(2,182)
Other Cost Recovery				
5380320 32	Shipping & Processing Recovery - Purchas	(491)	2,500	(2,991)
5385000 32	Other Income - Purchasing	25	0	25
5540000 32	Discounts Earned - Purchasing	234	0	234
Total Other Cost Recovery		(232)	2,500	(2,732)
5330000 32	Income / Refund from Mutuals - Purchas	20,820	20,821	(1)
Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Total Cost Recovery		20,589	23,321	(2,732)
Off Budget Items				
5990000 32	Materials Recovery - Purchasing	(6,391)	0	6,391
6415000 32	Materials Pass-Thru - Purchasing	6,391	0	(6,391)
Total Off Budget Items		0	0	0
Net Income / (Expense)		(5,369)	(454)	(4,915)

Golden Rain Foundation
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Purchasing Manager's Report

Budget Variance:

Cost center 32 is over budget a total of \$4,915. YTD. Notable variances are:

Budget Variance Report - January 2016
Purchasing - CC 32

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6142000	Worker's Comp	344	Over budgeted
6143000	Group Insurance - Medical	(324)	Under budgeted
6411000	Freight & Handling	(1,651)	Freight Expense exceeded Freight Budgeted mainly due to large appliance back orders arriving
6911500	Inventory Over/Short	(530)	Found inventory
5380320	Shipping & Processing Recovery	(2,991)	Merchandise received below billed value, system did not adjust amount billed on SROs
Total Explained Variances		<u>(5,152)</u>	

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Purchasing Manager's Report

Project Report:

- a. Axserion launch planning and execution.
 - i. Training and launch preparation in progress.
- Surplus Equipment:
 - a. Reporting on the following income from items sold: No items sold for January.
 - b. Approval to process the following surplus equipment items:

Description	Price OBO
Blue Cloth Chairs (15)	\$ 5.00
Office Chairs (5)	\$ 10.00
Tall Bookcase (2)	\$ 20.00
Wooden Filing Cabinets (2)	\$ 20.00
Wooden Desks (3)	\$ 20.00

- 2014/2015 Capital Project Status:
 - a. Bar Code Printer Label: Pending.
 - b. Large Area storage racking remodel complete.

Golden Rain Foundation
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Purchasing Manager's Report

Purchasing Services Report, Month ending January 31, 2016:

2016 Total Purchasing Services Report

Month	Days	Purch Cash Sales	Mat'l Reqs Processed	Receipt Trans Processed	Walk-In Sales	CC Trans	Purchase Orders	Total Services
January	20	\$ 6,929.97	436	177	285	61	197	1156
February		\$ -	0	0	0	0	0	0
March		\$ -	0	0	0	0	0	0
April		\$ -	0	0	0	0	0	0
May		\$ -	0	0	0	0	0	0
June		\$ -	0	0	0	0	0	0
July		\$ -	0	0	0	0	0	0
August		\$ -	0	0	0	0	0	0
September		\$ -	0	0	0	0	0	0
October		\$ -	0	0	0	0	0	0
November		\$ -	0	0	0	0	0	0
December		\$ -	0	0	0	0	0	0
Total	20	\$ 6,929.97	436	177	285	61	197	1156
Daily Avg		\$ 346.50	22	9	14	3	10	58

Obsolete Inventory (GL 1163000-00)

Item Number	U Of M	Item Description	TRX QTY	Unit Cost	Extended Cost	Document Date	Reason for Write-off
03-4079	EA	DWO GALV. NIPPLE, 1-1/4 X4 1/2	-1	\$0.68	\$0.68	1/28/2016	Obsolete item no longer in use
04-2003	EA	DWO GLASS HEATER/NEW NUTONE	-1	\$21.15	\$21.15	1/27/2016	Obsolete item no longer in use
05-3935	EA	DWO WB3K5045 KNOB GE	-1	\$5.45	\$5.45	1/28/2016	Obsolete item no longer in use
09-7002	EA	DWO SAW BLADE 10	-1	\$37.18	\$37.18	1/21/2016	Obsolete item no longer in use
21-6007	EA	DWO RIBBON BR106N S211212	-5	\$2.22	\$11.10	1/28/2016	Obsolete item no longer in use
21-6039	EA	DWO CARTRIDGE H.P. 78 COLOR # C6578DN NO SUB	-1	\$23.74	\$23.74	1/28/2016	Obsolete item no longer in use
21-7455	PKG	DWO FILM SPECTRA COLOR 2/PKG	-3	\$26.99	\$80.97	1/27/2016	Obsolete item no longer in use
		Total for January			\$180.27		

Golden Rain Foundation
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Controller's Report

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Finance				
6100000 31	Salaries & Wages - Finance	45,505	44,667	(839)
6140000 31	Employment Taxes - Finance	4,807	5,023	216
6142000 31	Workers' Compensation - Finance	1,222	1,602	380
6143000 31	Group Insurance - Medical - Finance	3,777	4,057	280
6143300 31	Group Insurance - Dental - Finance	123	97	(26)
6143500 31	Group Insurance - Vision - Finance	66	67	1
6144000 31	401(k) Match - Finance	936	1,050	114
6145000 31	Group Insurance - Life - Finance	200	207	7
6146000 31	Long Term Disability Insurance - Finance	163	241	78
6210005 31	Payroll Processing Fees - Finance	4,056	4,124	68
6211000 31	Continuing Education - Finance	0	0	0
6215000 31	Mileage - Finance	0	0	0
6410000 31	Office Supplies - Finance	134	416	282
6410010 31	Hospitality - Finance	93	66	(27)
6410015 31	Computer Supplies - Finance	0	0	0
6410025 31	Lunch Room Supplies - Finance	0	6	6
6410030 31	Printer / Copier Supplies - Finance	456	460	2
6432100 31	Audit Fees - Finance	8,667	11,208	1,541
6435100 31	Bank Service Fees - Finance	145	256	110
6444000 31	Equipment Rental - Finance	248	248	0
6476000 31	Service Contracts - Finance	149	420	271
6482000 31	Dues, Memberships & Books - Finance	0	0	0
6483201 31	Mailouts - Periodic - Finance	0	0	0
6483202 31	Mailouts - Pymt Coupons - Finance	5,642	5,986	344
6491000 31	Miscellaneous Writeoffs - Finance	3	0	(3)
6721000 31	State & Federal Taxes - Finance	2,200	2,200	0
6951000 31	Non-Budgeted Exp for Committee - Finance	0	0	0
Total Expenses		79,595	82,400	2,805

Budget Variance Report - January 2016
Dept Name - CC 31

GL Code	Account Description	Variance	Explanation
6432100	Audit Fees	1,541	Annual audit fees < bid quotes Annual variance projected to be \$18,496
Total Explained Variances		1,541	

Capital Funds Transferred to Reserve Funds

- o December 16, 2014 Finance Committee discussed the need to carry over funds from the 2014 capital budget to finance various projects still in progress at year-end and for projects that were approved by the Board of Directors in 2014 that have not yet been started.
- o Although not documented in the minutes, it was the Committee's intention to move all unused funds for these projects to the Reserve fund.
- o See attached spreadsheet recommending \$967,032 be transferred from the Capital fund to the Reserve fund.


Golden Rain Foundation
February 16, 2016 Meeting of the Finance Committee
Controller's Report

Approved Unbudgeted Operating Expenses – see attached spreadsheet

Contingency Operating Fund – Policy 5528-31

Balance prior to interest income allocation	697,674
Funding per Policy 5528-31	10,864
Adjusted balance of fund	<u>708,538</u>
 Funding Amount	 10,864
Less interest income allocation	(8,968)
Additional funding allowed per Policy 5528-31	<u>1,896</u>

Audit Timeline

2015 Financial Statement Audit Timeline		
Dec 15 - 18		Interim fieldwork begins - auditors onsite Walk-throughs, assess controls, review legal bills, develop the audit plan.
Dec 30		Physical inventory - auditors onsite to observe
Early Jan		Send out audit confirmations: Attorneys & financial institutions
Jan 25 - Feb 6		Year-end fieldwork - auditors onsite
February		Finalize financial statements & prepare tax filings - Auditors offsite
Feb / Mar		Present audited financial statements to GRF & Mutual boards. Once board approves, make copies for newspaper distribution
Mar 15		Due date for tax filing (Finalize by Mar 7 - 11)
Apr 4 - 7		Provide News with financial statements for distribution
Apr 14		Distribute financial statements via Golden Rain News

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Controller's Report

Investments

- Purchased in January
 - \$500,000 from proceeds of matured CDAR (reserve funds) plus an additional \$250,000 from US Bank money market (reserve funds) in a \$750,000 52-week CDAR per Finance Committee resolution dated November 5, 2015.
 - \$125,000 from proceeds of matured bond allocated to the budget contingency fund. To be invested in 52-week CDAR per Finance Committee resolution dated November 5, 2015.
- To Be Purchase in February
 - \$125,000 from proceeds of matured bond allocated to the budget contingency fund. To be invested in 52-week CDAR per Finance Committee resolution dated November 5, 2015.
 - \$230,000 from FFB liquid reserve account to be invested in 52-week CDAR to continue the investment ladder.
- Pending Action Item: Invite financial advisors to speak with the Finance Committee members
 - BNY Mellon – Erez Kabaker
 - First Foundation Bank – Anita Young
 - Merrill Lynch – need to find a financial advisor – no relationship established yet.
 - Morgan Stanley – need to find a financial advisor – no relationship established yet.

Superwire

1. Monthly payments of \$1,600 are received each month on past due amounts for 2009 – 2012 until arrears have been paid in full. See schedule below.
2. Monthly estimated payments of 850.35 for current extra service revenue through May.
3. Per Mike Heil, effective September, GRF is to collect \$1,100 for estimated current extra service revenue.
4. Fourth quarter 2015 true-up amount will be deducted from the March 2016 settlement payment to Superwire.

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Controller's Report

Superwire		
Due From	Amount	
2009	2,248.24	
2010	10,100.97	
Jan - Apr 2011	\$3,693.30	
Subtotal	16,042.51	
May - Dec 2011	\$1,197.20	
2012	\$1,795.80	
2013	-	Paid in full Mar '15
2014	-	Paid in full Mar '15
1st Qtr 2015	-	Paid in full Jul '15
2nd Qtr 2015	-	Paid in full Sep '15
3rd Qtr 2015	-	Paid in full Dec '15
4th Qtr 2015	109.97	To be paid in Feb
Subtotal	\$3,102.97	
Total	<u>19,145.48</u>	
Payments	(\$17,600.00)	4/1/2015 - 2/1/2016
Bal Due:	<u>1,545.48</u>	

Aged Receivables (GRF - Quarterly Review)

Contract Renewal Report (Quarterly Review)

Mutual Seventeen Lease Income

1. Collected YTD: 10 memberships totaling \$3,460.00

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Controller's Report

Membership Fees Collected in January 2016

				Month	YTD
	1,678	2,595		Total	Total
	38	2		40	40

				YTD
	1,678	2,595	Total	Total
Total Membership Fees Collected January 2016				68,954

Policy 5061-31 Distribution		Month	YTD
Capital Improvement Fund	50%	34,477	34,477
Reserve Fund	50%	34,477	34,477
Total Membership Fees		68,954	68,954

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SRO Aging Recap:

Month	Dec 2015	Jan 2016
Jun-15	1	
Jul-15	3	1
Aug-15	5	3
Sep-15	12	4
Oct-15	19	4
Nov-15	57	11
Dec-15	815	252
Jan-16		1,069
Total	912	1,344

Pending Action Items:

- Pending Action Item: Invite financial advisors to speak with the Finance Committee members