

DRAFT
CVHOA BOARD OF DIRECTORS' **SPECIAL MEETING**
JULY 7, 2010

Present: Bobbe Dexter, Jan Kaufman, Joey Curtis, Lenci Loring, Mike Zonnefeld, Ron Sipp, Dee Ruelas.

Bobbe opened the meeting at 4:30 and announced the meeting was for the specific purpose of discussing the bonding of our bookkeeping firm, Tucson Tax Pros.

Dee reported that she had spoken to our insurance broker, Melissa McCarren and was told that we are insured for \$50,000 for employees and \$70,000 for other than employees in the event of lost or stolen funds. There is a \$500 deductible. Mike, as Insurance Chair, should have received the rider explaining this in his folder. Ron asked that copies be given to the Board.

Dee then introduced Erika, one of the principals of Tucson Tax Pros, who explained their company's functions. Dee said that Erika has taken out a \$25,000 bond for their company and showed the Board a copy of this.

Dee further explained the system that is in place in dealing with an outside bookkeeping firm. Checks that come into the office are logged by Carrie and given to Erika when she stops by to pick them up. Erika has not handled more than \$13,000 in checks at one time. She does not have any check signing authority. Dee is emailed a copy of each deposit. Dee assured the Board and the membership that we have so many checks and balances in place that there is no concern for the safety of our funds.

Mike had called our insurance broker, Melissa, because he was very concerned that we would be in jeopardy of losing insurance coverage in case of an accident since JJ is being supervised by Jim Kelly who is not a Board member and our governing documents state that employees will be supervised by a Board member. Mike said that the broker agreed we could be in jeopardy. Dee and Bobbe both refuted Mike's statements. According to their understanding from Melissa, the insurance company is not concerned with our compliance with our own governing documents and that this would not affect our coverage. She told Dee that any volunteers that do work on behalf of our community would be fully covered. Mike wanted to see this in writing and since he is the Insurance Chair, was asked to secure this for the Board.

Bobbe reminded Mike and the Board that she is always present at meetings with JJ and Jim Kelly.

Respectfully submitted,

Joey Curtis, Secretary