

**THE VILLAGE OF HAWTHORN WOODS**  
**MINUTES OF THE FINANCE COMMITTEE MEETING**  
**April 22, 2020**

- I. Meeting was called to order by Jayne Kosik at 5:04 pm via Zoom teleconference. Members present were Chairperson Trustee Jayne Kosik, Trustee Kelly Corrigan, Trustee Steve Riess, Jodi McCarthy, and Surinderpal Kalra. Also present were COO Pam Newton, Director of Parks and Recreation Brian Sullivan, and Interim CFO Dave Clark.
- II. No members of the public were present at the meeting. Email was monitored during the meeting and no comments were received from the public.
- III. Motion to table approval of the minutes from the March 9, 2020 and April 2, 2020 meetings was made by Trustee Steve Riess and seconded by Surinderpal Kalra. The motion was approved. With a roll call vote, the motion carried unanimously.

IV. Report from Interim Chief Financial Officer

- a. Interim CFO Dave Clark discussed the status of the 2019 audit noting that the audit is on schedule and Brian LeFevre from Sikich LLP will be at the May 11, 2020 Finance Committee meeting to present the draft of the comprehensive annual financial report for 2019.
- b. Interim CFO Dave Clark discussed the status of the workplan noting that he is working closely with Finance Manager Danette Russell on the workplan to complete finance and accounting tasks.
- c. COO Pam Newton updated the Committee on how the Village operations have changed due to the COVID-19 pandemic including remote work and coverage seven days a week. Staff are working to reduce expenses 10-20%. Meetings are more frequent via Zoom technology. COO Newton is closely monitoring whether any changes will be made to the dates real estate tax payments are due.

V. New Business

- a. Motion to approve the January 2020 financial statements was made by Trustee Kelly Corrigan and seconded by Trustee Jayne Kosik. The motion was approved. With a roll call vote, the motion carried unanimously.
- b. Motion to approve the February 2020 financial statements was made by Surinderpal Kalra and seconded by Trustee Jayne Kosik. The motion was approved. With a roll call vote, the motion carried unanimously.

VI. Old Business

- a. The Committee discussed the status of the opening of the Aquatics Center pool regarding the COVID-19 pandemic. After lengthy discussion, the Committee overwhelmingly supported a decision not to open the Aquatic Center pool in 2020.

VII. Adjournment

- a. With no further business to discuss, a motion was made by Jody McCarthy and seconded by Trustee Steve Riess, to adjourn the meeting at 6:15 pm. The motion carried by unanimous voice acclamation.