



**Rose Kennedy Greenway Conservancy  
Finance, Audit & Risk Management Committee Meeting  
Tuesday, May 4<sup>th</sup>, 2021 – 12pm  
185 Kneeland Street, 2<sup>nd</sup> Floor, Boston**

**Meeting Minutes**

**Committee Members Present in Person:** N/A (This meeting was available by Zoom conferencing due to suspension of the provision of the Open Meeting Law requiring an in-person quorum by an order signed by Governor Charles Baker on March 12, 2020 due to COVID-19.)

**Committee Members Present:** Karen Johnson, Rosalind Gorin, Deniz Johnson, Linda See, David Wilkinson

**Committee Members Not Present:** Conor Finley

**RFKGC Staff Present:** Chris Cook, Tracey Cooke, Cheryl Sullivan

**Non-Committee Members Present:** David Kelleher, AAFCPAs

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Open Session

Chair Karen Johnson called the meeting to order in Open Session with a quorum present, in person, at 12:07 pm.

1. **After a motion made by Ms. Karen Johnson and seconded by Mr. Wilkinson, the minutes from the March 23rd, <sup>2021</sup> meeting were unanimously approved.**

*Linda See joined the meeting at 12:09 p.m.*



Tracey Cooke introduced new Executive Director Chris Cook. Members of the committee introduced themselves and welcomed Mr. Cook.

2. Ms. Cooke introduced David Kelleher from AAFCPAs. Mr. Kelleher gave an overview of the 2020 Form 990, highlighting for the committee the governance and “public support” sections of the 990. Ms. Deniz Johnson called for a motion to recommend the 990 to the Board, Mr. Wilkinson seconded and the committee unanimously approved. *Mr. Kelleher exited the call at 12:34 p.m.*
3. Ms. Cooke briefed the committee about the status of the Employee Retention Credit and the Payroll Protection Program loans. Clarification on the Employee Retention credit has become available, and with the help of AAFCPAs, the Conservancy has determined that it qualifies for the credit and will soon begin the application. When this application is complete, the Conservancy will begin the process of applying for forgiveness for the first PPP loan.

Ms. Cooke presented an overview of the Conservancy’s technology support and security processes. She answered questions from the committee on access to servers and frequency of security upgrades. She described the upgrades to technology necessitated by remote work and to support long term projects of the Maintenance and Horticulture departments.

*Linda See recused herself from the meeting at 1:08pm*

4. Chair Johnson presented an update on the Conservancy’s investments. Funds are currently held at TIFF and Fidelity and have benefited from recent market events. Committee members discussed the possibility of issuing an RFP for an investment manager in the future.

*Linda See returned to the meeting at 1:13pm*

5. Ms. Cooke reviewed the Enterprise Risk Management Matrix with the committee and discussed the impact of the pandemic on The Greenway’s risk level.
6. Ms. Cooke reviewed the list of top 2020 vendors (those over \$10k).
7. No members of the public were in attendance or sought to be heard.



**Upon a motion made by Mr. Deniz Johnson and seconded by Ms. Gorin, the Finance, Audit and Risk Management Committee of the Rose Kennedy Greenway Conservancy Board of Directors was unanimously adjourned at 1:20 pm.**

*Next scheduled FARMC meeting: Tuesday, September 14 2021, 12:00 pm*

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