



**SPECIAL MEETING OF THE PURCHASING TASK FORCE
REPORT OF THE OPEN SESSION**

Wednesday, March 8, 2023 – 1:30 p.m.
Laguna Woods Village Community Center Sycamore
Room

DIRECTORS PRESENT: Bunny Carpenter – Chair, Jim Hopkins, Donna Rane-Szostak, Mark Laws Ralph Engdahl, Thomas Tuning, Lenny Ross, Advisor: Carl Randazzo

DIRECTORS ABSENT: None.

STAFF PRESENT: Jose Campos, Dan Hoxie, Erika Hernandez

OTHERS PRESENT: Third – S. K. Park

Call to Order

Director Bunny Carpenter, President, chaired the meeting and called it to order at 1:30 p.m.

Acknowledgement of the Media

The meeting is made available via Zoom for members of the community to participate virtually.

Approval of Agenda

A motion was made and carried unanimously to approve the agenda as presented.

Chair Remarks

None.

Member Comments (Items not on the Agenda)

None.

Review Reserve Payment Plan

The committee reviewed the existing internal process that specifies the procedure for approving reserve checks with the intent to develop and streamline the procedure for all directors to follow. Staff was given the task to review the current checklist and provide suggestions on streamlining the process. No action was taken.

Director Carpenter provided the committee a copy of the current Purchasing Policy for a later discussion. No further action.

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Future Agenda Items

None.

Task Force Member Comments

None.

Date of Next Meeting

The date of the next meeting is Thursday, March 22, 2023 at 1:30pm

Adjournment

The meeting adjourned at 2:52 p.m.

Bunny Carpenter

Bunny Carpenter, Chair






Purchasing Task Force Report 2023-03-08 OPEN

Final Audit Report

2023-04-10

Created:	2023-04-05
By:	Erika Hernandez (erika.hernandez@vmsinc.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAojslVwTimxZpbPGFO36cr5glnTisGa3k

"Purchasing Task Force Report 2023-03-08 OPEN" History

-  Document created by Erika Hernandez (erika.hernandez@vmsinc.org)
2023-04-05 - 9:49:37 PM GMT
-  Document emailed to Bunny Carpenter (hnybny871@yahoo.com) for signature
2023-04-05 - 9:50:00 PM GMT
-  Email viewed by Bunny Carpenter (hnybny871@yahoo.com)
2023-04-10 - 3:29:44 AM GMT
-  Document e-signed by Bunny Carpenter (hnybny871@yahoo.com)
Signature Date: 2023-04-10 - 3:30:38 AM GMT - Time Source: server
-  Agreement completed.
2023-04-10 - 3:30:38 AM GMT

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