

Community Software Consortium

FY2015 Annual Business Meeting Minutes

Sept 9, 2014 – 10:00 am

10% Quorum was exceeded with 20 members present

12 Assessors, 8 Collectors

Meeting Held at the

Publick House, Sturbridge, MA

Board of Directors Present: Tammy Blackwell, Chip Davis,
Kathy Peirce, Theo Gabriel

General Business

Welcoming comments by the Chairman of the Board of Directors

The Chairman of the Board of Directors, Tammy Blackwell, convened the meeting at 10:05 am, welcoming all members to the FY2015 Annual Business Meeting. The Board of Director members were individually introduced to the group as well as the Executive Director, Rebecca Krause-Hardie.

Board of Directors Report From the Chairman, Tammy Blackwell

The Chairman of the Board Independence - Over the last several years the CSC has been becoming more independent from the Dept. of Local Services. Part of this is the reality that the CSC needs more than what the DLS can provide. They continue to support our assessing and collection programs. Due to increasing demands on their time, they had to drop the administrative support for the CSC. FRCOG (Franklin Regional Council of Governments) had also notified us that they would no longer continue to provide some of the financial services to us. Some of the steps the Board took included:

- Bringing the bookkeeping in-house, and beginning to create formal budgets for each year.
- Hiring an accounting firm to provide the CSC with its first audit - which is underway. (Melanson and Heath)
- Establishing official accounting procedures
- Obtaining Board of Directors Officers and Directors Insurance
- Improving our marketing and Public Relations Image - including a new website redesign, new banner and tradeshow exhibit, and a postcard and mail campaign.
- Filing for tax exempt status

Tax Status - The CSC has received official tax exempt status from the IRS as a 501c3, as well as tax exempt status for Massachusetts. This means there are more possibilities for seeking additional funding in the form of grants.

MMA Conference - will be January 23th and 24th, 2015 at the Hynes Convention Center in Boston. The CSC is always looking for volunteers to help out so

members should contact the Board or Executive Director if interested. Reimbursement is available.

Executive Director Report from Rebecca Krause-Hardie

Collector Tier - At the Request of one of the collectors, the CSC tried an experiment with having the annual Collector meeting in Amherst during the Annual School in August. It was a terrific meeting with lots of discussion and with 13 Collectors present. It was a record for number of collectors participating. The group looked at specifics of the cloud - online collection system, and new enhancements. It was a very productive meeting and a good time and location for future meetings. The Collectors voted to increase their dues by \$250 to \$1,000.

CIC Grant status - Through the town of Washington, the CSC received a CIC Grant for \$128,000. \$50,000 is for the Remote IT program and \$20,000 for the accounting system. **Of this \$30,000 is for the Public Access system** to create a generic loader for non CSC communities. Several communities are interested in this and are working with the CSC to create this loader. \$50,000 was allocated to the Remote IT project, and \$20,000 towards the accounting system. In addition, Norfolk County gave \$50,000 to the CSC for further enhancements of the accounting system. The town of Hanover gave their accounting system to the CSC. The grant is being used to set up this system in the cloud and to integrate it with our collection and assessing modules. This is a robust system which is in testing now. Some enhancements are being made to the system based on input from an accounting advisory committee. The CSC plans to make this available to other interested communities in January of 2015. Interested communities should contact the Executive Director.

The next round of CIC Grants is now accepting applications through Oct 10. This round of funding is 3 Million. To date, the CSC has received \$468,000 of CIC Grant funds.

Member Tiers - A new Remote IT Tier has been established. We will be establishing a new Accounting/Treasury Tier as well.

Financial Report

FY 14 6/30/14 Ending balances to Date

General Fund	\$129,090.34
Assessors Tier	\$219,195.30
Collector Tier	\$98,103.43
Remote IT Tier	NA
Accounting	<u>\$50,171.00</u>
Total	<u>\$496,560.07</u>

General Assessment Dues Vote

The membership discussed the dues and Director Davis asked for a motion to be made to set the dues assessments for the General Fund for FY2016 to the amount of \$750 (\$50 increase). A Motion was made by Ron Keohan and seconded by Phil Peirce. There was no discussion, and the motion was carried unanimously.

Acceptance of FY 2014 Annual Business Meeting Minutes

The Board recommended that the general membership accept the minutes. A motion to accept the minutes of the Annual Business Meeting of FY2014 as recommended by the Board of Directors was made by Ron Keohan and seconded by Phil Peirce. There was no discussion, and the motion was carried unanimously.

Any Other Matter

Adjournment

A motion to adjourn the Fiscal 2015 General Business Meeting was made by Kathy Peirce, and seconded by Ron Keohan. There was no discussion, and the motion was carried unanimously. The meeting was adjourned at 10:14 am.

Respectfully Submitted:

Kathryn Peirce, Secretary