



Board of Directors Meeting
AGENDA

MEETING MINUTES

Monday Oct 28, 2013 9:30 AM

Via Conference Call

1-218-548-4044

pass code - 786419#

Present: Tammy Blackwell, President
Theo Gabriel, Treasurer
Kathryn Peirce, Secretary
Chip Davis
Rebecca Herzog
Rebecca Krause-Hardie
Also present: Kirsten Shirer, DOR

- Approval of minutes from Meeting of October 7th and Sept _____ 9:35
Will approve prior meeting minutes at next meeting
- 2013 Annual Meeting review and schedule for 2014 9:35-9:45
Sept 11, 2014 Publick House
Becky KH to setup and reserve room. \$175 deposit? report at next meeting amount needed to reserve.
- Exec Dir Update and discussion 9:45-9:55
 - Cloud
 - CIC Grant
 - Membership Services
 - Plan for 2014-15
 - Financial Books for CSC

Cloud - still testing

Most of issues resolved at this point.

Waiting on Pre certification for Royalston Assessors to reload their data, then final tests.

CIC Grant

Town of Washington likely lead

Talking with Victor at Hanover – Getting a clean updated version of software for CSC and Hanover to use.

Town of Washington timely discussion with them last week, as they are moving to new software for FY2015. Perfect opportunity to try out the Hanover system, and we will be setting up a meeting with Washington and Hanover folks to demo the software.

CIC Grant Deadline coming up end of month – Becky KH will be focusing on this over next couple of weeks.

3 components: Remote IT - Databack up, Accounting, Public Access

Member services

Becky KH making calls to towns, updating emails, and following up on payments for dues. East Brookfield for example was missing from list (old email address)

Starting work on a plan for the CSC

Tax Exempt Status – filed form with State, waiting on update from DOR about status approval.

It might make some sense to set up several new tiers for CSC e.g. Accounting tier.

- Planning for MMA Conference Jan 2014 9:55-10:05
 - Booth Upgrades?

Becky KH to get pricing and layout for 1 new banner for CSC. Also work with Tammy to order more pens, and Jar Openers.

- Give-aways
- Brochures/ cards etc.
- Rental & Other issues

Kathy motion not to exceed \$750 for giveaways for January, Chip 2nd... approved

- Election of Board members in spring 10:05-10:15

Kathy Peirce and Tammy up for re-election. Nominations process - review bi-laws and setup schedule for the spring.

- FRCOG reimbursement 10:15

Kathy motion to pay FRCOG, Chip seconded. \$999.11

- Approval of purchase of FY 2015 Cost Tables not to exceed \$1,800

Kathy authorized payment of this at this time, and then ballot for assessors to transfer to general fund. Theo seconded. Approved.

- Ballot Vote for Assessors for Annual Public Access Costs \$10,000

Kathy authorized ballot for assessors to transfer to general fund. Chip seconded. Approved.

- Approval of transfers to Petty Cash Account
 - Regular Monthly transfer \$3500
 - Transfer immediately of \$12,000
- Kathy authorized transfers of \$3500 each month from savings to general fund. and immediately transfer of \$12,000 to cover pending bills due. Chip seconded. Approved.
- Direct Deposit - \$10 month. Deferred .

- Approval of Expense Reports

Kathy motion to reimburse Becky KH \$260 for expenses. Theo 2nd. Approved.

- Any Other Matter

- Adjournment

- Next Meeting... Monday Nov 18th 2013 9:30 am

Theo made motion to adjourn. 10:40 Chip seconded. Approved..