



Community Software Consortium

Minutes of September 6, 2012
CSC BOARD OF DIRECTORS

Directors Present via conference call:

Theo Gabriel, Treasurer;
Kathryn Peirce, Secretary;
Rebecca Krause-Hardie,
Chip Davis;

Directors Absent: President Tammy Blackwell;

Director arrives later: Rebecca Krause-Hardie

Also present: Linda Bradley; CSC Coordinator

The meeting convened at 9:30 AM

Minutes of prior meetings:

The minutes of July and August were accepted as amended. Motion: Chip Davis Second Theo Gabriel- all voted unanimously in favor

Town of Reading Reading is leaving the CSC. At this point we offer them the technical tier, give them a deadline and wait for their action. **Theo made the motion to make the offer, second by Chip. No discussion; motion carried unanimously**

Board of Directors Election Three members are up for re-election; Theo, Chip, and Becky. Kathy asked if they are willing to serve. Chip and Theo responded yes, Becky was unavailable at this time. The term is up this year (fy2013).

The Election process is that there is a call for nominations that also announces the annual election. Once we have the nomination Linda would contact the person(s) who is/are nominated to make sure they are free to take responsibility. Once the slate of nominees is accepted we move forward and have the election. The work we need to do is:

Prepare the paperwork for nomination process. Announce the election (time table?)

When do we want nominations to go out? When do we want to close nominations?

Linda will forward election information to us – Tammy will need to set the date and have it posted to the website and announce it at the annual meeting.

REBECCA DIALS IN

Update CIC Grant Program:

Rebecca Krause-Hardie reported on the progress with the GIC grant. Everything seems to be progressing well and with minimum issues.

An update on the **Clerical services position** for the CSC was discussed. A job description was discussed. Various duties and what would be need to accommodate the position was discussed.

A vote was made but I didn't write down what it was.

A discussion regarding the CSC Coordinator position ensued. Linda's duties will be curtailed in order to help the association gain independence. The Board reacted with surprise. It is important that a clear understanding of what we need be defined, whether it be accounting, clerical, administration.

Update on FY2013 Dues Assessments Theo reported that dues will go to the new post office box. The dues is pending the transfer of funds- there is a hold on fund transfers at this time. FRCOG has requested that a transfer occur within 30 days. Holding FRCOG for transfer- adjust because we need to pay bills now and send money to petty cash- we need to get the transfer done as soon as possible. Do we need to transfer \$72,000 to petty cash? We don't have to do it all , the balance in petty cash is \$435 we need \$1000 for MMA conference, \$480 for Fog Creek Annual fee, \$200 rug rental MMA, \$150 Electrical MMA, \$1600 Manatron time and consultation as part of CIC to finish 12/31

Discussion of CSC Financials- Transfers

The Board voted to transfer \$5000 to petty cash. Because of reval obligations with Kathy and Theo; Becky offered to contact FRCOG. The Board voted to appoint Rebecca as assistant treasurer without check signing authority. The motion was made seconded and carried.

Planning for Annual Meeting October 11 Tap Room Publick House

Bill paying

Transfer of Funds for MMA Conference

Any other matter

Adjournment

Respectfully submitted:

Kathryn Peirce

Secretary