



## **EC Pre Conference Meeting Minutes**

June 1, 2012

Attendees: Pat Hendrickson, Sue Mager, Amy Kellogg, Laurie Livingston, Clare Sullivan, Mary Ellen Morgan, Colleen Ostiguy

Start Time: 1:21pm

End Time: 3:37pm

Next Meeting: June 7, 2012 at 7pm.

### **Motions**

#### **EC-2011-12-37: Motion to accept 5/17/12 EC meeting minutes**

Amy Kellogg made and Sue Mager seconded

Motion carried

#### **EC-2011-12-38 Motion that \$100 net profit from youth leadership meeting be moved over to youth leadership 20406 restricted account for future use.**

Laurie Livingston made and Sue Mager seconded.

Motion carried.

#### **EC-2011-12-39 Motion to move to the Pre Conference Board Directors Meeting for action the outsourcing of the bookkeeper's duties as defined by the Draft Recommendation for Bookkeeper.**

Laurie Livingston made and Amy Kellogg seconded.

Motion carried.

#### **EC-2011-12-40: Motion to accept audit bid from Berard and Donahue and website bid from RL Computing. Letters should be sent to each vendor confirming the acceptance of the bid.**

Amy Kellogg made and Sue Mager seconded.

Motion carried.

**EC-2011-12-41: Motion to approve Record Retention and Document Destruction Policy, Whistleblower Policy and Restricted Funds Guidelines with changes.**

Laurie Livingston made and Sue Mager seconded.

Motion carried

**EC-2011-12-42: Motion to refer back Conflict of Interest Policy to Finance Committee to be reworked and brought back for action at Fall Board.**

Laurie Livingston made and Sue Mager seconded.

Motion carried.

**EC-2011-12-43: Motion to accept Financial Guidelines with three changes.**

Laurie Livingston made and Sue Mager seconded.

Motion carried.

Laurie Livingston: Treasurer Report

CD renewed for 2 years

Review of 2010-2011 financials with Laurie

Recommendation regarding splitting duties of treasurer/bookkeeper

Recommend audit after Laurie is complete with her duties.

President Report: Pat Hendrickson

Review of website and auditor RFPs

Review of scripts for board meeting and conference.