

**Erie County Vocational Technical School Foundation
Board of Directors
Meeting Agenda**

December 17, 2013

Erie County Technical School, 8500 Oliver Road, Erie, PA 16509

1. Call to Order
2. Motion to accept the appointment Glen Black as the Northwestern representative, Alfred Rial as the Iroquois representative and Bill Lutz as the Harbor Creek representative
3. Roll Call: Foyle, Ogden, Hughes, Bucksbee, Lutz, Rial, DiPlacido, Rodgers, Black, Gourley, Duda
4. Motion to approve the following officers as an Erie County Vocational Technical School Foundation Officers for one year terms (2014) per the Corporation Bylaws:
 - A. Foundation President-_____
 - B. Foundation Vice President-_____
 - C. Foundation Secretary-Marcia (Jones) Stokes
 - D. Foundation Treasurer-_____
5. [Motion to accept the minutes of the October 24, 2013 meeting, as presented](#)
6. Correspondence -None
7. Motion to approve the following business reports, payments and invoices:
 - A. [ECVT Foundation Revenue and Expenditure Reports for 7/1/13-10/31/13, as presented](#)
 - B. [ECVT Foundation Revenue and Expenditure Reports for 7/1/13-11/30/13, as presented](#)
 - C. ECVT Foundation Checks and Invoices, as presented: None
 - D. [ECVT Treasurer's Report as presented: November 30, 2013 summary](#)
8. Other Business
 - A. [Discussion-Designation of an Operational and Fiscal Managers for the Foundation](#)
 - B. [Motion to approve the agreement between ECTS and the ECVTS Foundation, as presented](#)
 - C. [Motion to approve the Memorandum of Understanding between the United Way of Erie County and the Erie County Vocational Technical School Foundation, as presented](#)

- D. Motion to accept the donation of welding helmets and gloves from Wolseley Industry, valued at \$14,225.70, to be utilized in the Metal Fabrication Lab
- E. Motion to approve the engagement letter with Felix & Gloekler, P.C, as presented
- F. Motion to approve the purchase of the following insurance policies and bonds, as recommended by our insurance agent

Primary General Liability- Premium: \$500
Limits of Liability
\$1,000,000 Per Occurrence
\$1,000,000 Aggregate

Non Profit Board of Directors-Premium:\$1,234
\$1,000 Retention
Limit of Liability
\$5,000,000

Excess Liability-Premium: \$500
\$1,000,000

Employee Dishonesty Bonds-Premium:3@ \$570
\$250,000 Limit 1@ \$428
\$2,500 Deductible

Total annual premiums: \$4,372

- G. Motion to approve PNC Bank as the depository for the Career Street Program funds and require checks to be signed by the Foundation President, Treasurer and Secretary
- H. Motion to approve the issuance of a PNC Debit Card for the Secretary for Career Street Program purchases
- I. Motion to authorize a proxy vote to approve the Independent Contractor-Consultant Agreement for Career Street Executive Director Services, following the negotiations process with the successful service provider
- J. Motion to memorialize the approval obtained through proxy votes on November 7-8, 2013, supporting the submission of the 2013 Shaping Tomorrow grant
- K. Motion to authorize payments associated with startup costs for Career Street including fiscal, legal, insurance, and advertizing upon receipt of revenue
- L. Motion to appoint the Advisory Board for Career Street for the 2013-2014 and 2014-2015 academic years

9. Other Information

10. Adjournment