

Erie County Vocational Technical School Foundation
Erie County Technical School, 8500 Oliver Road, Erie, PA 16509
Board of Directors
Meeting Minutes

December 17, 2013

Mr. Bucksbee, President, called the meeting to order at 6:03pm

Appointment-Black, Rial, Lutz

Motion to accept the appointment of Glen Black as the Northwestern representative, Alfred Rial as the Iroquois representative, and Bill Lutz as the Harbor Creek representative
Moved for approval by Duda, with a second by Rodgers
The motion is approved with an all "ayes" voice vote

Roll Call

Marcia Stokes, Secretary, called the roll:

<u>Board members:</u>	<u>District:</u>	<u>Present</u>	<u>Absent</u>
Andrew Foyle	Fairview	x	
John Ogden	Fort LeBoeuf	x	
John Hughes	Girard	x	
James Bucksbee	General McLane	x	
Bill Lutz	Harbor Creek	x	
Alfred Rial	Iroquois		x
John DiPlacido	Millcreek	x	
David Rodgers	North East	x	
Glen Black	Northwestern		x
Jennifer Gourley	Union City	x	
Eric Duda	Wattsburg	x	

Officers-2014

Rodgers nominated Mr. Bucksbee as President for 2014
Foyle seconded Mr. Bucksbee as President for 2014
Rodgers moved to close the nominations for President
Duda seconded the motion to close nominations
Motion to close nominations was approved with 9 "ayes" voice vote and Mr. Bucksbee abstaining
Mr. Bucksbee as President for 2014 with no other nomination is approved by acclamation

Foyle nominated Mr. Ogden as Vice-President for 2014
Duda seconded Mr. Ogden as Vice-President for 2014
Rodgers moved to close the nominations for Vice- President
Foyle seconded the motion to close nominations
Motion to close nominations was approved with 10 "ayes" voice vote
Mr. Ogden as Vice-President for 2014 with no other nomination is approved by acclamation

Lutz nominated Mrs. (Jones) Stokes as Secretary for 2014
Rodgers seconded Mrs. (Jones) Stokes as Secretary for 2014
Rodgers moved to close the nominations for Secretary
Ogden seconded the motion to close nominations
Motion to close nominations was approved with 10 "ayes" voice vote
Mrs. (Jones) Stokes as Secretary for 2014 with no other nomination is approved by acclamation

Rodgers nominated Mr. Ogden as Treasurer for 2014
Foyle seconded Mr. Ogden as Treasurer for 2014
Duda moved to close the nominations for Treasurer
Foyle seconded the motion to close nominations
Motion to close nominations was approved with 10 "ayes" voice vote
Mr. Ogden as Treasurer for 2014 with no other nomination is approved by acclamation

Meeting Minutes

Minutes of October 24 2013

Motion to accept the minutes of the October 24, 2013 meeting as presented
Moved for approval by Duda with a second by Foyle
The motion is approved with an all "ayes" voice vote

Correspondence-none

Financial Reports, Payments, and Invoices

Revenue and Expenditure Reports

Motion to approve ECVT Foundation Revenue and Expenditure Reports for 7/1/2013 -10/31/13
and 7/1/13-11/30/13, as presented
Moved for approval by Ogden, with a second by Foyle
The motion is approved with an all "ayes" voice vote

Treasurer's Reports

Motion to approve the ECVTSF Treasurer's Reports as presented: November 30, 2013 summary
Moved for approval by Ogden, with a second by Foyle

The motion is approved with an all “ayes” voice vote
(Copy of reports are filed with the official minutes)

Other Business

Appointment-Operational and Fiscal Managers

Dr. Jackson and Mrs. (Jones) Stokes presented some challenges being faced with the start of Career Street including the ability to sign contracts, make purchases, and negotiations. It was recommended that the Board delegate authority to the ECTS Director and ECTS Business Manager to carry out the day-to-day business activity of the Foundation. This delegation of authority was supported by the solicitor.

Motion to approve the ECTS Director as the Operational Manager and the ECTS Business Manager as the Fiscal Manager for the ECVTS Foundation and delegate authority to those positions to carry out the operational and fiscal matters of the Foundation

Moved for approval by Duda with a second by Rodgers

The motion is approved with an all “ayes” voice vote

ECTS-ECVTSF Agreement

Motion to approve the agreement between ECTS and the ECVTS Foundation, as presented

Moved for approval by Lutz, with a second by Foyle

The motion is approved with an all “ayes” voice vote
(copy filed with official minutes)

MOU United Way -ECVTSF

Motion to approve the Memorandum of Understanding between the United Way of Erie County and the Erie County Vocational Technical School Foundation, as presented

Moved for approval by Foyle, with a second by Ogden

The motion is approved with an all “ayes” voice vote

Donation-Wolseley industry

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

Moved for approval by Ogden, with a second by Foyle

The motion is approved with an all “ayes” voice vote

Engagement Letter-Felix & Gloekler

Motion to approve the engagement letter with Felix & Gloekler, P.C, as presented

Moved for approval by Duda, with a second by Foyle

The motion is approved with an all “ayes” voice vote
(copy filed with official minutes)

Insurance Policies

Motion to approve the purchase of insurance policies and bonds, as recommended by our insurance agent

Primary General Liability- Premium: \$500	Non Profit Board of Directors-Premium: \$1,234
Limits of Liability	\$1,000 Retention
\$1,000,000 Per Occurrence	Limit of Liability
\$1,000,000 Aggregate	\$5,000,000
Excess Liability-Premium: \$500	Employee Dishonesty Bonds-Premium:3@ \$570
\$1,000,000	\$250,000 Limit 1@ \$428
	\$2,500 Deductible

Total annual premiums: \$4,372

Moved for approval by Ogden, with a second by Duda

The motion is approved with an all "ayes" voice vote

PNC and Authorized Signers

Motion to approve PNC Bank as the depository for Career Street Program funds and require checks to be signed by two of the following authorized signers-President (Bucksbee), Vice President (Ogden), Treasurer (Ogden), Secretary (Jones-Stokes), Fiscal Manager (Jones-Stokes), and Operational Manager (Jackson)

Moved for approval by Foyle, with a second by Duda

The motion is approved with an all "ayes" voice vote

PNC Debit Cards

Motion to approve the issuance of a PNC Debit Card to the Operational (Jackson) and Fiscal (Jones-Stokes) Managers for Career Street Program purchases

Moved for approval by Duda, with a second by Ogden

The motion is approved with an all "ayes" voice vote

Proxy Vote-Consultant Agreement

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

Moved for approval by Foyle, with a second by Duda

The motion is approved with an all "ayes" voice vote

Proxy Vote-2013 Shaping Tomorrow Grant

Motion to memorialize the approval obtained through proxy votes on November 7-8, 2013, supporting the submission of the 2013 Shaping Tomorrow grant

Moved for approval by Foyle, with a second by Duda

The motion is approved with an all "ayes" voice vote

Payment of Career Street Start-up Costs

Motion to authorize payments associated with start-up costs for Career Street including fiscal, legal, insurance, and advertizing upon receipt of revenue

Moved for approval by Foyle, with a second by Ogden

The motion is approved with an all "ayes" voice vote

Appointment of Advisory Board

Motion to appoint the Advisory Board for Career Street for the 2013-2014 and 2014-2015 academic years

Moved for approval by Ogden, with a second by Gourley

The motion is approved with an all "ayes" voice vote

(Copy filed with official minutes)

Other Information-none

Adjournment

Moved by Duda, with a second by Ogden to adjourn the meeting

Mr. Bucksbee, President, adjourned the meeting at 7:17pm

Minutes prepared by,

Marcia D. Stokes, Secretary
Erie County Vocational Technical Foundation