

Erie County
Foundation
Vocational-Technical School

8500 Oliver Road, Erie, PA 16509

Board of Directors

Meeting Minutes

August 24, 2017

Ms. Valerie Hartley, CPA and Partner of Buseck Barger Bleil & Co. reviewed the Foundation's June 30, 2017 audited financial statements and the IRS Form 990 with the board during the work session.

The board moved into an executive session to discuss contract matters

Mr. Ogden, Foundation Treasurer, called the meeting to order at 8:01 p.m.

Roll Call

Terri Birchard, 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	
Dennis Olesnanik	Girard	x	
James Bucksbee	General McLane		x
Bill Lutz	Harbor Creek	x	
Wade King	Iroquois		x
John DiPlacido	Millcreek	x	
Andrew Fynan	North East	x	
Sam Ring	Northwestern	x	
David Fox	Union City	x	
Eric Duda	Wattsburg		x

Meeting Minutes

June 22, 2017 Meeting Minutes

Motion to accept the minutes of the June 22, 2017 meeting as presented

Moved for approval by Ring, with a second by Lutz

The motion is approved with an "ayes" voice vote

Correspondence - none

Financial Reports, Payments, and Invoices

The financial reports, payments, and invoices were presented by Terri Birchard, Finance Manager

Approval of Reports, Payments, and Invoices

Motion to approve the following ECVTS Foundation Reports, Payments and Invoices as presented:

- ECVTS Foundation Statement of Activities –June and July 2017
- Career Street Statement of Activities – June and July 2017
- Career Street Budget to Actual Report – June 2017
- ECVTS Foundation Statement of Financial Position – June and July 2017
- ECVTS Foundation Invoices Payable – August 2017
- ECVTS Foundation Checks – June and July 2017
- ECVTS Foundation Treasurer’s Report as of June 30, 2017 and July 31, 2017

Moved for approval by Ring with a second by Lutz

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

(Copy of reports are filed with the official minutes)

Approval of June 30, 2017 audit and IRS Form 990

Motion to approve the ECVTS Foundation audit for the year ending June 30, 2017 and IRS Form 990, as presented

Moved for approval by Foyle with a second by DiPlacido

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

Approval of release of Request for Proposals for Career Street Website Development

Discussion was held regarding the market study for Career Street – the Product. A website will need to be developed that can maintain data from various locations, so an RFP document has been developed to release for responses to determine the cost of the website project.

The board members discussed that a legal opinion regarding how the marketing of Career Street as a product might impact the Foundation’s non-profit status should be sought.

Motion to approve the release of the Request for Proposals (RFP) for Career Street Website Development

Moved for approval by Lutz with a second by Ring

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

Other Business

Operations Manager Report

Finance Manager Report

Career Street Executive Director Report

(Copies of these reports are filed with the official minutes)

Other Information - None

Next meeting is Thursday, September 28, 2017

Adjournment

Moved by Olesnanik, with a second by Fox to adjourn the meeting

Mr. Ogden, Treasurer, adjourned the meeting at 8:36 p.m.

Minutes prepared by,

Terri L. Birchard, Secretary
Erie County Vocational Technical School Foundation