

Chariton Valley Planning and Development Council of Governments

Meeting Minutes of March 17, 2011; 8:00 AM

Chariton Valley Planning & Development Office, Centerville, Iowa

Present: Dean Kaster, Dennis Ryan, Bill Alley, Nichole Moore, John Hamilton, Larry Davis, Julie Pribyl

Guest: None

Absent:

Approval of Agenda:

Alley made motion to approve agenda, Ryan seconded. All in favor

The agenda was approved unanimously as presented.

Approval of Minutes:

Hamilton made motion to approve the March 17, 2011 minutes. Alley seconded. All in favor.

Review of Financial Reporting:

Current bank statement was presented with a balance of \$ 2,219.78. Moore explained that the board would need to review and approve all of April's bills/payroll expenses along with the current bills/payroll.

Bills/Payroll was presented for the April 11, 2011 date in the amount of \$15,255.90. Ryan made motion to approve as presented. Alley seconded. All in favor.

Bills/Payroll were presented for the May 2, 2011 date in the amount \$ 4,120.24. This was a check issued for through the lowans Helping lowans program. Deposit in the amount of \$ 12,851.25 was shown. This reflects the money from IHI as well as transfer of \$8,500 from the Line of Credit into the checking account. Moore explained that the need to use the line of credit was to cover the time difference with payment coming from IDOT for the reimbursement. Hamilton made motion to approve payment as presented. Ryan seconded. All in favor.

Bills/Payroll was presented for the May 10, 2011 date in the amount of \$ 8,166.87. Alley made motion to approve as presented. Hamilton seconded. All in favor.

Ryan made a motion to approve all financial information as presented to the board, Davis seconded. All in favor.

Summary of Meeting:

Moore reviewed the information the state auditor went over during the exit conference. She also explained that they still needed some additional information and that she was preparing this and will forwarding to them.

Projects/Updates/Discussion items were reviewed. The list consisted of SIDCA, Policy & Procedures, Employee Manual, Hazard Mitigation, Housing, IDOT reports, and regional dues.

Other New Business:

Moore went over the need to purchase new QuickBooks software to start the new bookkeeping on. Explained that it was the best interest of the organization to no longer use the current set up. She would like order this now to get things started. Cost would be around \$ 350.00. Ryan made motion to approve the purchase. Davis seconded.

Moore also reviewed the contract with Pitney Bowes and board decided to continue with this until the end of the contract. The payout of the contract was not cost effective and will continue to pay the current contract amount.

Moore also reviewed that the current lease for the copier had expired and had Bailey's Office give a new cost quote for new copier lease. The new lease would be for a new copier and better cost rates. Monthly amount is expected to be around \$ 450 per month. This would hopefully defer additional costs throughout the year. Hamilton made motion to approve new lease. Ryan seconded. All in favor.

Next meeting was set for Wednesday, June 22, 2011 at 8:00 a.m.

Davis made motion to adjourn, Hamilton seconded. All in favor.