

PAC 14 Board Meeting
January 5, 2010 at 4:00 PM
at Salisbury University: Nabb Research Center

Members in attendance: Phil Tilghman, Sue Revelle, Carolyn Widdowson, Stevie Prettyman, Marvin Long, Debbie Campbell, and Elizabeth Bellavance. Creig Twilley attended representing PAC 14. Meeting was opened by Mr. Phil Tilghman.

Action-Read and revised, as necessary, the December 7, 2009, minutes. Mrs. Bellavance made a motion to accept minutes and Mr. Long second. Minutes approved by majority with corrections made to spelling of their instead of there and Mrs. Bellavance instead of Mr. Bellavance.

Action-Report Treasurers Report provided by Mr. Long:

- \$20,000.00 transferred to PNC from SU Foundation.
- Check for \$9,825.00 received from Wicomico County for Jan. 10 appropriation.
- Future checks will go to PKS & Company, P.A.
- SU Foundation fund audit is underway for PAC 14.
- Approximately \$50,000.00 of PAC 14 fund still at SU Foundation.

Agenda Item: Proposal from PKS & Company, PA

Discussion - There was discussions about an audit or yearly review due to government requirements for any grant funding. The county council wishes to have a yearly review or audit for consistency.

- A proposal was made available to board members and reviewed.
- The proposal for handling PAC 14's finances, include:
 - Making and recording deposits to PNC bank
 - Maintaining accounts payable and pay bills on a bi-weekly basis
 - Reconcile bank account monthly
 - Prepare all required quarterly and annual payroll tax returns including forms 941 and W-2s.
 - Monthly financial reports, preparation of annual income tax on form 990
- These services will be performed for \$475.00 per month, or \$5,700 annually.

Action- A motion was made and approved by the majority to accept PKS & Company as the official provider of professional financial services for one year. At the end of the first year, financial proposals may be reviewed and accepted by the PAC 14 board, including PKS & Company. The question of audit is still undecided. Plan to ask PKS if Board Members can be held responsible if payroll taxes are not paid.

Agenda Item: Meeting with Mr. Rick Pollitt

Discussion - Mr. Tilghman discussed the meeting with Mr. Ed Baker and County Administrator Rick Pollitt.

Action- Mr Pollitt was asked to act as our advocate to the county council.

Agenda Item: City Ordinance

Discussion - MOU misunderstanding was addressed and the City will address this issue at a second reading at their Jan. 11th meeting.

Agenda Item: Bank Proposals

Discussion - PNC was chosen as the official bank of PAC 14. All services to be offered free of charge. The only other offer was made by Bank of Delmarva.

Action - Board members are now insured. Ms. Prettyman asked that more information be gathered regarding an IRS ruling on payroll taxes. It was decided to address this concern with PKS.

Agenda Item: Policies and Procedures

Discussion - Mr. Tilghman discussed the Policies and Procedure manual as put together by Mr. Mike Goodson. The personnel manual was mentioned but will be provide at a future time.

Action- A copy of the manual was made available to all board members present for their feedback.

Agenda Item: Carroll County Trip

Discussion - Mr. Tilghman discussed the trip to Carroll County reviewing the very positive nature of the trip and the structure of CCMC. It was highly suggested that both the City and County Councils visit CCMC to gain an insight to Public Access operation and to share the vision.

Action: A DVD of the visit was made available to all Board Members who were unable to attend. The CCMC binder was made available to Board Members to review at their leisure.

Agenda Item: Development Committee

Discussion - In a meeting with the Community Foundation, Mr. Spicer Bell made some suggestions on the effort for fund raising. This development committee would make contacts in the local community for funding and determine PAC 14 fees to be accessed for members and local producers, if any.

Action - Potential donors names should be e-mail.

Agenda Item: Board Terms

Discussion - Mr. Tilghman conducted a drawing for terms of Board Members in accordance with the By-Laws, service terms were to be decided by drawing straws. This procedure was performed and the results are as follows:

Action- Drawing of straws was performed and the results are as follows:

- 2011: Mark Thompson, Carolyn Widdowson, and Elizabeth Bellevance
- 2012: Phil Tilghman and Angie Jones
- 2013: Marvin Long and Sue Revelle

Agenda Item: Adjourn

The Chair opened the floor for additional comments, none offered, the meeting was adjourned by Mr. Phil Tilghman, Chair at 5:10 P.M.

- Next meeting February 2, 2010.