

1 **AWCI Executive Committee Conference Call**
2 **June 18, 2009**
3 **Draft**
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6 **Board Present:**

- 7 • Joe Juare, President
- 8 • Tamara Houk, Vice-President (IAB Director)
- 9 • Jack Kurdzionak, Treasurer
- 10 • Doug Thompson, Secretary
- 11 • Paul Wadsworth, Parliamentarian

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13 **Staff:**

- 14 • James Lubic, Executive Director
- 15 • Tom Pack, Finance Director

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17 Meeting called to order at 6:03PM CDT

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19 **Finance Committee Report**

20 Kurdzionak reported that the full FC and Tom Pack met Memorial Day weekend for approximately 12 hours.
21 They constructed a balanced budget for 2009-2010 (including a slight surplus). All were satisfied with the
22 resulting budget.

23 Houk asked about a building issue involving damaged HVAC equipment. Pack noted that even though there
24 wasn't a budget item for this, replacing a unit would be handled as an asset rather than a repair, which would
25 have to be included into the budget. Items relating to this would appear on the balance sheet. Pack stated
26 there maybe government stimulus money might be available from the county for a project like this. Lubic noted
27 the damaged unit maybe covered by insurance. Pack stated that insurance may only pay for its repair, not
28 necessarily replacement, but insurance monies could be put toward replacement. Kurdzionak and Pack noted
29 that monies used for these expenditures would come from a revolving line of credit.

30 Houk asked about "Special Projects" money that would be used for the 2009 convention and noted that there
31 were no such funds in the 2009-2010 budget, that it was a zero budget item. Lubic and Pack noted that the
32 equivalent funds were directly placed into the 2010 Annual Meeting Budget. Discussion ensued with no clear
33 consensus as whether to leave or remove the Special Projects zero budget line item or replace it with a
34 "Contingency Fund" line item.

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36 **Human Resources**

37 Lubic noted that he and Pack were about to lose accumulated vacation time due to the inability to take said
38 vacation time and due to the limit of maximum allowable vacation time carryover. Also the Executive Director
39 wished to reward an employee for the considerable additional time expended due to the filled to capacity
40 classes and certifications. Kurdzionak noted that these issues would have go before the Finance Committee
41 before moving forward. The issues were not apparent at the time of the budget formulation at the end of May.
42 Juare felt that due to a surplus in the 2008-2009 budget it would be fitting to reset the clock and compensate
43 the above individuals for vacation time lost and time expended. Thompson felt it would be a morale boost to
44 the staff to due so. Houk agreed with vacation compensation, but not the bonus situation. It was suggested that
45 the BOD change vacation policy to allow more rollover, but Lubic wanted to avoid any further accumulation.

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47 Motion # 1: Thompson, second by Houk

48 To present to the full board the vacation and bonus compensation proposals discussed herewith.

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50 Voice Vote: Motion Passes

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52 Meeting adjourned for full BOD conference call to follow at 7:00Pm CDT