

Minutes of the Special Meeting

AWCI Board of Directors Conference Call on November 19, 2018

Presiding Officer – Aaron Recksiek, President

The meeting was called to order by President Aaron Recksiek at 7:30 PM EST.

Roll Call:

Directors Present:

President-Aaron Recksiek, Treasurer- Jack Kurdzionak, Secretary- Dennis Warner, Directors- Nick Butt, Craig Stone, Peter Pronko, Fred White

Absent: Vice President- Justin Harrell, Director- Henry Kessler

Parliamentarian Present: Paul Wadsworth

AWCI Staff Present: Jordan Ficklin – Executive Director

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Business Conducted

Motion to accept the minutes of the November 8, 2018 AWCI Conference Call made by Craig Stone and second by Jack Kurdzionak. Unanimously approved.

Motion from Finance Committee to accept their committee report concerning the Building remodel budget. No second needed. Unanimously approved. ( Roll Call vote: 5 yes 0 no)

*The Finance committee unanimously supports an \$80,000 expenditure to subdivide the headquarters building in order to lease approximately 30% + or- of the floor space in the building to a suitable tenant.*

*The \$80,000 will be provided by accessing our line of credit with our bank. Jordan Ficklin will select the appropriate contractor to subdivide the space. He will work with a real estate professional to select and qualify a suitable tenant. If the prospective tenant needs warehouse space, Jordan will determine what is possible to accommodate that need.*

*Once a three year lease agreement has been reached and signed with a tenant, Jordan will facilitate moving the AWCI office to the library area to set up a temporary office there in order for the new tenant to occupy the leased space as soon as possible. Only then will the physical alterations to the building begin so that the AWCI office will be able to move into its permanent space once the alterations have been completed. The rationale for this three step procedure:*

- a. Sign the lease
- b. Move to the temporary space.
- c. Alter the building to have a new permanent office space.

*Is to delay any expenditures for the alterations until we have a confirmed tenant in place for at least three years.*

*The Finance Committee unanimously supports the expenditure and the above procedure.*

Motion from Finance Committee to accept their committee report concerning the New employee hire budget. No second needed. Unanimously approved. (Roll Call vote: 5 yes 0 no)

The committee considered Jordan's proposal to amend the 2018-19 budget as shown in the table below. If this proposal is approved, Jordan will be able to hire a new employee to replace Rob McLeod who will be qualified to take over the responsibilities handled by Rob but in addition will be qualified to perform educational tasks that include teaching classes, certification material preparation, and formulating new educational programs. This new position will result in an increase in the salary budget which can be met by making the following changes to the existing budget:

*Motion to Amend the AWCI Budget*

*Adjust the following expenses in the 2018/19 Budget*

	<i>From</i>	<i>To</i>	<i>Difference</i>
61005 · Salaries and Wages	\$353,851	\$361,851	\$6,000
61010 · FICA tax	\$26,751	\$27,356	\$605
61015 · State unemployment tax	\$1,824	\$1,774	\$(50)
61030 · Health insurance	\$28,183	\$35,183	\$7,000
61040 · Employer HSA	\$7,000	\$8,750	\$1,750
61050 · Life insurance	\$1,218	\$1,168	\$(50)
62030 · Certification Prep & Testing	\$16,500	\$10,000	\$(6,500)
62020 Instructor Fee (BAW)	\$14,500	\$11,500	\$(3,000)
Projected Profit/ Loss	\$9,092	\$1,337.20	\$(7,754.80)

*The finance committee unanimously approved the above changes in this year's (2018-19) budget to accommodate the expense associated with the proposed new position.*

Motion to adjourn made by Jack Kurdzionak and second by Craig Stone. Unanimously approved at 8 PM EST.

Respectfully submitted,

Dennis Warner, Secretary