



Monthly Meeting of the HPATV Board of Directors January 28, 2014 Board Minutes

Call to Order: The meeting was called to order at 6:15 PM at 20-28 Sargeant Street, Hartford, CT, by Board Vice President Luz Conde. Also present were Board members: Victor Moye, Shirley Surgeon, Chris Stan, and Jeff Stewart. Also present was Billie Scruse (Executive Director). Board member Gary Rhule was excused.

Minutes: Minute for the previous meeting was tabled.

Finance Reports: Jeff and Billie lead a discussion of a review of the Income and Expense Statements dated November and December of 2013. In addition Jeff reported that the Finance Committee discussed the following items with Billie: 1) Billie is continuing her research into establishing a line of credit with the Bank of America; 2) \$5000 dollars in the "Fundraiser Expense" column needs to be corrected to reflect correct amounts; and, 3) November and December 2103 rent was paid in January. Vic moved and Shirley seconded a motion to accept the Finance Committee report. The motion passed unanimously.

President, Executive Committee and Personnel Committee: No Report

HACTAC: Jeff reported that he and Penny Leto attended the annual HACTAC holiday dinner at the Simsbury Inn. Ken Krayske attended as the Hartford delegation guest. Ken Krayske will continue to attend HACTAC meetings as Paul Basch's alternate until Mayor Seggara makes the new appointments (also includes Jeff Stewart's and Peney Leto's reappointments).

Executive Director's Report: Billie distributed two reports entitled, "Activity Report", one dated December 17, 2013 and the second dated January 28, 2014.

Old Business: Luz requested a status report from Billie Scruse and Shirley Surgeon on the COH contract evaluation. A review of the pending tasks and assignments of Staff and Board was held.

New Business.

► Approval of 2014 Budget. Jeff then began discussion of the proposed 2014 HPATV Budget. During discussion, it was discussed that the Board should considered allocating some funds for capital equipment upgrade. The matter was referred to the Finance Committee. No adjustments were made to the draft budget. Chris then moved and Victor seconded a motion to adopt the 2014 Budget. The motion passed unanimously.

► Election and Appointments of officers and committee appointments: Chris moved and Victor seconded the following individuals and offices: Luz Conde as President; Shirley Surgeon as Vice President; Victor Moye as Treasurer; and Jeff Stewart as Secretary. Motion passed unanimously.

Luz then reported that committee assignments will be discussed at the next Board Meeting and that the Committee chairs will set the meeting dates.

The Board went into Executive Session at 7:20 PM. The Board came out of Executive Session and resumed the Board meeting at 8:20 PM. The following items were discussed and acted on:

- There is an agency hiring freeze, while the number two position is being developed and recruited.
- The Board requested that the Billie provide a work schedule for all HPATV staff.
- Billie is to produce a Free Lance contract for Che Burgess and create a folder for contract laborers.
- Zaida is to be given severance compensation for two pay periods.
- Jeff moved and Chris seconded a motion to accept Jeremy Baver as a new Board member, effective upon passage. The motion passed unanimously. Billie was instructed to produce a Board Booklet for Jeremy.

Adjournment: Meeting adjourned at 8:45 PM. Next Monthly Board Meeting is February 25, 2014.

Respectfully submitted,
Jeffrey Stewart
Acting Recorder