

**Minutes of the August 23, 2016
Executive Board Meeting of the
Indiana 15 Regional Planning Commission**

CALL TO ORDER

Chair Whitney Timberlake welcomed the Executive Board members and called the meeting to order at 6:30 pm.

ROLL CALL

Secretary Charmian Klem performed roll call; ten members were present. Lisa Gehlhausen and Sarah Kinder of the Commission were also in attendance.

APPROVAL OF MINUTES AND AGENDA

Chair Timberlake presented the minutes from the Executive Board meeting held July 26, 2016. Al Logsdon made a motion to approve the minutes and Mike Ellis seconded the motion. Motion carried.

AGENDA: ADDITIONAL BUSINESS

Chair Timberlake called for additional agenda items. Ms. Gehlhausen asked that Jasper Astra Theater and English Water be added under contracts.

TREASURER'S REPORT

Treasurer Beverly Schulthise reported as of August 23rd receipts were \$35,720.44 and disbursements were \$27,471.63. The actual cash balance is \$715,922.63. The aging schedule total is \$37,378.85. There are two 12-month CD's totaling \$500,000.00 and a 12-month CD totaling \$9,795.00. The restricted savings has a balance of \$301.74. Bill Byrd made a motion to approve the Treasurer's Report pending audit, Rudy Freeman seconded the motion and motion carried.

Bill Byrd asked if the Commission was due for an audit and suggested to either find out how much it will cost through the State Board of Accounts in advance or contract with a Certified Public Accountant to perform the audit.

DIRECTOR'S REPORT

Chair Timberlake turned the meeting over to Lisa Gehlhausen for the Director's Report. Ms. Gehlhausen updated current projects as follows:

- Stronger Economies Together (SET) – a draft plan has been prepared and final updates are progressing. The focus for the plan is promoting forest and wood products, advanced metals and agribusiness industries with arts, entertainment and recreation supporting all of these. A survey link was distributed to the board on the SET program.
- Community Crossings Awards were announced – over \$7.2 million was distributed to cities, towns, and counties in the region. Every county in the region was awarded funding.
- An EDA Partnership Planning Grant was awarded to Indiana 15 RPC. The Commission will receive \$157,884 from EDA over three years. Indiana 15 RPC will match the EDA grant with the county per capita dues for a total of \$315,768 over three years. The funds will be utilized to write CDBG grants at no cost to the communities and pay mileage for the Board members.

NEW BUSINESS

- Designating German American Bank as depository for funds (Resolution 2016-14) (CD# 1098441525). Al Logsdon made a motion to designate German American Bank as the depository for funds and authorizing agents to exercise the powers granted. Charmian Klem seconded the motion and motion carried unanimously.
- Establishing a promotion fund – David Kress made a motion to revise the personnel manual and handbook to establish a promotion fund of \$2,000 for the 2016 and 2017 budgets. (Resolution 2016-15) Rudy Freeman seconded the motion and motion carried unanimously.
- Recommendation of mid-year budget – After review of the mid-year budget, the \$17,152 expected balance at the end of 2016 is expected to be \$10,245 if the year progresses on schedule, Mike Ellis made a motion to recommend the 2016 mid-year budget to the Full Board. Motion was seconded by David Kress and motion carried unanimously. (Resolution 2016-16)
- Draft 2017 budget – discussion was held on a draft of the 2017 budget. The income is projected at \$529,146.00 and expenses at \$527,111.01. The adoption will be considered at the October 2016 meeting.

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Other

Signature cards for Certificate of Deposit (CD) with German American Bank (designating officers, executive director and financial administrator).

Contracts for Approval

- Jasper Astra Theater – A contract was presented to the Executive Board for grant administration in the amount of \$40,000.
- English Water – A contract was presented to the Executive Board for grant administration in the amount of \$40,000. Mike Ellis made a motion to combine approval of the Jasper Astra and English Water contracts into one motion. Rudy Freeman seconded the motion and motion passed unanimously.

Al Logsdon made a motion to approve the Jasper Astra and English Water contracts as presented, Beverly Schulthise seconded the motion and motion carried unanimously.

ADJOURN

There being no further discussions or business to come before the Executive Board, Chair Whitney Timberlake called for a motion to adjourn. Motion for adjournment was made by Bill Byrd, seconded by Beverly Schulthise and motion carried. The meeting adjourned at 7:20 pm. The next meeting of the Executive Board will be the September 27, 2016 at 6:30 pm.

Respectfully submitted,

Charmian Klem, Secretary

CK/ct