

## **Bicentennial Finance Committee**

December 13, 2006 – 5:00 p.m.

### *Minutes*

#### Attendance

Mark Cheplowitz, Paul R. Galido, Don MacLearie, Kerry Macomber, Greg Musci

#### Minutes November 8, 2006

Ms. Macomber motioned to approve the minutes as submitted, Mr. Galido seconded. Upon verbal vote, the motion passed unanimously.

#### Bank Account

Mr. Galido contacted Huntington, Home Savings and First Merit banks. Information has been received by all three. Mr. Greg Musci, Family & Community Services, Inc. indicated that with all things being equal, his preference would be to use Huntington, which is the company's current financial institution.

Ms. Macomber motioned to accept Huntington as the primary bank of record for the Portage County Bicentennial Committee, contingent on Huntington being able to accept deposits directly into a Bicentennial account. If not, Portage Community Bank is the second choice. Mr. MacLearie seconded. Upon verbal vote, the motion passed unanimously.

#### Signatory Authority

Mr. Galido and Mr. MacLearie are the two primary signatures on checks and Mr. Musci will be the alternate.

#### Merchandising

Mr. MacLearie and Mr. Musci will investigate whether obtaining a vendor's license is necessary for the Bicentennial Committee and also report back on the issue of collecting organizational sales tax. Mr. Cheplowitz asked that Teri Eiermann, Merchandising Chair, investigate on-line merchandising, which would eliminate the need to become authorized vendors. Ms. Eiermann will be asked to report back at the January meeting of the full Bicentennial Committee.

#### Insurance Coverage

Ms. Macomber will provide Mr. Musci with a listing of Bicentennial events. Mr. Musci will look into obtaining liability

coverage through Family and Community Services by naming the Bicentennial Committee as an additionally insured rider to their existing policy.

Mr. MacLearie will report back on obtaining a bond for the Bicentennial Committee at the January meeting.

#### Proposed Budgets

Mr. Cheplowitz discussed how he and his staff arrived at the projected budgets for the Bicentennial events. Mr. Chelplowitz noted that this is still a work in progress and Mr. Galido agreed to work with Mr. Cheplowitz to ensure all committee budgets are accurately recorded.

#### Policies and Procedures

Mr. Galido will discuss with Mr. Musci procedures currently used by Family & Community Services for receiving and paying invoices as well as receiving and depositing donations.

#### Adjournment

The Committee adjourned at 5:55 p.m.