

**Minutes of the Special Meeting of the LAPOA Board of Directors
September 14, 2022**

Meeting was called to order by President Carolyn Wright at 6:02 p.m.

Attendance: *Present:* Judy Race, Katie Warner, Dave Johnston, & Ron Race Sr. *Present via telecommunications:* Carolyn Wright, Paul Cutting, Dana Stubli, Nicole Burroughs, Ron Race Jr., Tom Rozyki, & Brandon Sears. *Excused:* Dan Burroughs, Jeff “Fango” Kennedy, & Gary Smith. Corrine Ching was present; all other contractors were excused.

Accounting Agent Position: Job announcement was posted, 3 interviews were held, and a job offer was given to Judy Cutting, upon which she accepted. Pay will stay at \$715 a month and the contract will be revised to include only 7 months, ending at the same time as our other contractors.

Ron Jr switched from Zoom to in-person at 6:05 p.m.

Motion by Ron to confirm Judy Cutting as account agent and approve contract of the accounting agent was made and seconded by Nikki. Motion carries unanimously with 1 abstention.

QuickBooks (QB) and server upgrade: Currently we work with 1 desktop version located in the office. Online vs. multi-user QB was discussed to add more capability, user functionality, and security with the multi-user option needing a dedicated server / host. The estimate provided by Cutting Edge computers included a 1 TB hard drive with the option of expansion in the future, QB pro two user, & 2 licenses for \$4,579.38 + approx \$200 for hard drives, and will be delivery/stalled in approx. 3 weeks. Off site storage concern was addressed by having two hard drive back-ups, using a fire proof safe or having one hard drive backup kept off-site. Tom and Ron will investigate the best backup power supply for server, security camera backup, extra storage, and an A/C unit for office that will need to be considered into the whole cost of the project and will be addressed at a later date.

Money for project will come out of Reserve fund. Added into the reserve fund was forestry which stands at \$10,747 (after \$14,500 for tree removal has been taken out) and gas wells at \$22,670.

Motion by Judy to authorize herself to purchase server package, as written in estimate, adding hard drives and any other items needed for system to work not to exceed \$8,000.00 was made and seconded by Paul. Motion carries unanimously.

Computer Purchase for Accounting Agent: Proposal 1 - purchase the required equipment for our account agent who will be working remotely; approx. purchase price of \$900-\$1000. Computer would be LAPOA property and would be loaned out during the duration of the contract and returned to LAPOA upon termination. Proposal 2 - give an allowance to go toward the upkeep/purchase of contractor’s own personal computer that will be used for LAPOA activities, where the liability is placed on the contractor not on LAPOA, or Proposal 3 – not give any money.

Motion by Ron Jr for LA to purchase a computer for account agent, not to exceed \$1200.00 was made and seconded by Judy. Motion failed with 5 in favor, 5 opposed, and 1 abstention.

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Motion by Tom to have the accounting agent contractor provide their own computer and to revise contract pay from \$715 to \$735 which includes a \$20 per month (\$240 per year) compensation for needed tools/equipment was made and seconded by Dana. Motion carries with 9 in favor, 1 opposed, and 1 abstention.

Motion to adjourn was made by Ron Sr. and seconded by Katie. Motion carried unanimously.

Adjournment: At 6:57 p.m. Carolyn called the meeting adjourned.

Minutes submitted by Katie Warner, LAPOA Secretary