

Terrebonne ARC  
BOARD OF DIRECTORS MEETING  
Tuesday, November 8, 2016

Tracy Schwab, President, called the meeting to **order**, at 6:30 p.m. in TARC's Administration Building, Conference Room #3.

Upon roll call, the Board of Directors recorded as present were: Tracy Schwab, Karen Chauvin, Donell Donaldson, Marie LeBlanc, Larry Pete, Richard Watkins and Lindsay Ocker, Client Representative. Board members recorded as absent were: Mike Allemand, Della Hotard and Dr. Ruthanne Gallagher. **A quorum was present.** Staff present were: Mary L. Bisland, Patricia Chauvin, Deanna Zeringue, Tiffany Brunet, Bobby Roddy, Erica Pellegrin, and Ericka Wolfe.

Mary L. Bisland led the group in **prayer**, followed by the **pledge** by Lindsay Ocker.

**Approval of the Agenda**-Larry Pete moved, seconded by Marie LeBlanc, to approve the agenda. Motion carried.

**Public to be Heard**- There was no public to be heard.

**Secretary's Report**-Karen Chauvin presented the Board of Directors report of October 11, 2016.

Marie LeBlanc moved, seconded by Larry Pete, to accept the Board of Directors report of October 11, 2016, as presented. Motion carried.

**President's Report:**

Tracy Schwab requested excused absences for Mike Allemand and Dr. Ruthanne Gallagher.

Karen Chauvin moved, seconded by Larry Pete, to excuse the absence of Mike Allemand and Dr. Ruthanne Gallagher. Motion carried.

Tracy Schwab presented information from the Nonprofit Board Report for **Board development**.

Karen Chauvin moved, seconded by Larry Pete, to **change the time** of the December Board meeting to 6:00 p.m. Motion carried.

Deanna Zeringue presented the **403-B Retirement Audit Report** ending December 31, 2015. There were no findings in the report.

Karen Chauvin moved, seconded by Donell Donaldson, to accept the 403-B Audit Report, as presented. Motion carried.

Deanna Zeringue presented a recommendation that the employer match stay the same for 2017 as it was for 2016 which is fifty percent of the employees' deferral up to eight percent.

Karen Chauvin presented the following **Employer Match Resolution**:

**RESOLUTION OF THE BOARD OF DIRECTORS OF TERREBONNE ARC  
STATE OF LOUISIANA, PARISH OF TERREBONNE**

On the 8th day of November, 2016, at a meeting of the Board of Directors of Terrebonne ARC (TARC), held in the city of Houma, Terrebonne Parish, Louisiana with a quorum of the board members present, the following business was conducted:

It was duly moved and seconded that the following resolution be adopted:

BE IT RESOLVED that the Board of Directors of the above corporation do hereby approve the same formula for matching contributions used in 2016 for 2017. The formula will continue to be 50% of the employee's deferral up to 8% of compensation for the 2017 plan year.

**Board of Directors Meeting**

**November 8, 2016**

**Page #2**

The above resolution was passed by a majority of those present and voting in accordance with the by-laws and articles of incorporation.

I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of a meeting of the Board of Directors of Terrebonne ARC held on the 8<sup>th</sup> day of November, 2016

Larry Pete moved, seconded by Richard Watkins, to accept the 403-B Employer Match Resolution

Mary L. Bisland reported a **Resolution** was needed to purchase the property at 158 Enterprise Drive. Karen Chauvin presented the following resolution:

**A RESOLUTION OF THE BOARD OF DIRECTORS OF TERREBONNE ARC**

**UPON** motion duly made, seconded and unanimously carried, it was:

**RESOLVED** by the Board of Directors of Terrebonne ARC, that Mary Lynn Bisland, Executive Director, be and she is hereby authorized, directed and empowered, for, and on behalf of and in the name of this corporation, to execute a Cash Sale from BLT Properties, LLC., to purchase the property located at Lot 17, Block 2, Addendum 1, Phase A, Enterprise Commercial Place, in Terrebonne Parish, Louisiana (Physical Address-158 Enterprise Drive, Houma, La. 70360), for the sum of TWO HUNDRED TWENTY THOUSAND (\$220,000.00) DOLLARS.

**BE IT FURTHER RESOLVED** that the said duly authorized representative of this Corporation, be and she is hereby authorized, empowered and directed, for, on behalf of and in the name of this corporation, to execute all such other documents, instruments and writings as may be necessary to carry out the foregoing authorization, or all other such acts and deeds she may deem necessary or prudent in order to affect the intent and purpose of this resolution.

**CERTIFICATE**

This is to certify that the above and foregoing resolution was duly adopted at a meeting of the Board of Directors of Terrebonne ARC, held at the company's office at Houma, Louisiana, on the 8<sup>th</sup> day of November, 2016, pursuant to proper notice and call, at which meeting a quorum of the Board of Directors were present and voting throughout.

I do certify that I am the duly elected, qualified and acting Secretary of this company.

I do further certify that the above and foregoing resolution remains in full force and effect and has not been modified, repealed or rescinded in whole or in part.

WITNESS MY HAND in Houma, Louisiana, this 8<sup>th</sup> day of November, 2016.

Marie LeBlanc moved, seconded by Larry Pete, to accept the resolution to purchase the property at 158 Enterprise Drive. Motion carried.

**Executive Director's Report-** The Department Directors present at the meeting reported on their departments.

**Committee Reports:**

Larry Pete presented the **Finance Committee Report** of November 8, 2016.

Karen Chauvin moved, seconded by Donell Donaldson, to accept the Finance Committee Report of November 8, 2016. Motion carried.

Lindsay Ocker presented the **Client Representative Report** of November 8, 2016.


Karen Chauvin moved, seconded by Larry Pete, to accept the Client Representative Report of November 8, 2016. Motion carried.


**Board of Directors Meeting**  
**November 8, 2016**  
**Page #3**

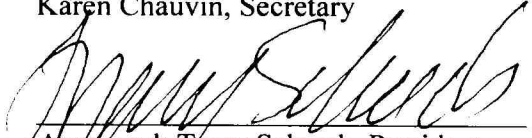
Richard Watkins moved, seconded by Karen Chauvin to **adjourn**. Motion carried. The meeting adjourned at 7:05 p.m.

-

Respectfully Submitted,

  
\_\_\_\_\_  
Karen Chauvin, Secretary

  
\_\_\_\_\_  
Patricia Chauvin, Custodian of TARC records  
Meeting tapes will be kept on file for six (6) years

  
\_\_\_\_\_  
Approved: Tracy Schwab, President