

Terrebonne ARC
BOARD OF DIRECTORS MEETING
Tuesday, September 11, 2018

Larry Pete, 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: Larry Pete, Mike Allemand, Richard Watkins, Donell Donaldson, Dr. Ruthanne Gallagher, Tracy Schwab, and Don Price, Client Representative. Board members recorded as absent were: Della Hotard, Karen Chauvin and Marie LeBlanc. A **quorum was present**. Other Committee member present was: Kay Stone. Staff present were: Mary L. Bisland, Patricia Chauvin, Deanna Zeringue, Erica Pellegrin, Herb Ledet, Kristy Harson, Rodger Shelton, and Tiffany Brunet.

Mary L. Bisland led the group in **prayer**, followed by the **pledge**, by Don Price.

Approval of the Agenda-Dr. Ruthanne Gallagher moved, seconded by Donell Donaldson, to amend the agenda to add the Financial Statements for July 31, 2018. Motion carried. No one was opposed. There was no Public to be heard on the amendment.

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

Secretary's Report-Dr. Ruthanne Gallagher moved, seconded by Tracy Schwab, to accept the Board of Directors report of August 14, 2018. Motion carried.

President's Report:

Board Development-Larry Pete reviewed the attendance policy that was stated in the Board Source publication, which called for dismissal from the Board, on the third absence. Tarc's attendance policy was reiterated and states that if a Board members misses more than three meetings they would be dismissed from the Board.

A copy of the handout from the Open Meetings Seminar that was held on August 29, 2018, was in the Board packets for review.

Mary Lynn Bisland requested a change to the **Organizational chart** to move the position of the Auditing Clerk from the Supervision of Herbert Ledet, Director of Human Resources, to Patricia Chauvin, Executive Coordinator.

Richard Watkins moved, seconded by Mike Allemand, to accept the Organizational chart change. Motion carried.

Tiffany Brunet presented a **Capital Budget amendment** for items left to purchase for Cajun Confections.

Richard Watkins moved, seconded by Tracy Schwab, to amend the Capital Budget for \$20,000.00. Motion carried.

Deanna Zeringue presented the **Financial Statements** for the period ending July 31, 2018.

Mike Allemand moved, seconded by Tracy Schwab, to recommend to the Full Board to accept the Financial Statements as of July 31, 2018. Motion carried.

A **Change Order**, for Cajun Confections, in the amount of \$1,603.00 was presented. There will be another change order to replace the flooring in the office and front Café area. In order to not hold up the process the maximum amount we plan to spend on the flooring is \$3,000. We are asking for pre-approval, since the change order will be presented to us, before the next Board meeting.

Board of Directors Meeting
September 11, 2018
Page #2

Dr. Ruthanne Gallagher moved, seconded by Richard Watkins, to accept change order number one. Motion carried.

Richard Watkins moved, seconded by Dr. Ruthanne Gallagher, to replace the flooring in Cajun Confections not to exceed \$3,000.00. Motion carried.

The **Certificate of Substantial Completion** for Cajun Confection was presented for approval. As of July 19, 2018, the building was substantially complete. The value of the punch list items that need to be complete or corrected was \$20,660.00. The punch list items should be complete within 45 days.

Mike Allemand moved, seconded by Dr. Ruthanne Gallagher, to accept the Certificate of Substantial Completion, as of July 19, 2018. Motion carried.

Voya is requesting a **Board Resolution** stating that the Board of Directors approves the restated retirement plan.

Adopting Resolution

The undersigned authorized representative of Terrebonne ARC (the Employer) hereby certifies that the following resolution was duly adopted by the Employer on the date specified below, and that such resolution has not been modified or rescinded as of the signature date below:

RESOLVED, that the form of amended 403(b) Plan effective September 20th, 2018, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

The undersigned further certifies that attached hereto is a true copy of the TARC 403(b) Retirement Plan as amended and restated.

Dr. Ruthanne Gallagher moved, seconded by Richard Watkins, to accept the resolution for the 403-B plan and authorize Mary Lynn Bisland, to sign the resolution. Motion carried.

Executive Directors Report-Mary Lynn Bisland reported TARC is requesting that all of our property be zoned as Commercial. The Planning and Zoning Board will be meeting next week and will hear our petition at that meeting.

The Department Directors present reported on their departments.

Committee Reports:

Richard Watkins presented the **Finance Committee Report** of September 11, 2018.

Dr. Ruthanne Gallagher moved, seconded by Mike Allemand, to accept the Finance Committee report of September 11, 2018. Motion carried.

Don Price presented the **Client Representative Report** of September 11, 2018.

Tracy Schwab moved, seconded by Mike Allemand, to accept the Client Representative Report of September 11, 2018. Motion carried.

Larry Pete presented the **Executive Committee Report** of August 14, 2018.


Mike Allemand moved, seconded by Dr. Ruthanne Gallagher, to accept the Executive Committee Report of August 14, 2018. Motion carried.

Mike Allemand moved, seconded by Dr. Ruthanne Gallagher, to **adjourn**. Motion carried. The meeting adjourned at 7:45 p.m.

Board of Directors Meeting
September 11, 2018
Page #3

Respectfully Submitted,


Della Hotard, Secretary


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


Approved: Larry Pete, President