

In Terrebonne ARC
Board of Directors Meeting
Tuesday, February 11, 2020

In the absence of Larry Pete, President, Mike Allemand, Vice-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 Mike Allemand, Della Hotard, Richard Watkins, Karen Chauvin, Dr. Ruthanne Gallagher, Dale Norred, Tracy Schwab and Lindsay Ocker, Client Representative. Board members absent was Larry Pete and Donell Donaldson. A **quorum was present**. 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** Lindsay Ocker.

Approval of the Agenda-Della Hotard moved, to amend the agenda, to add a resolution for Online Banking and Treasury Management Services.

Roll Call Vote to amend the agenda: Mike Allemand-yes, Della Hotard-yes, Richard Watkins-yes, Karen Chauvin-yes, Dr. Ruthanne Gallagher-yes, Dale Norred-yes, and Tracy Schwab-yes.

Let the record show the vote to amend the agenda was unanimous. Motion carried.

There was no public to be heard on the amendment of the agenda.

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

Secretary's Report-Della Hotard presented the **Secretary's report of February 11, 2020**.

Dr. Ruthanne Gallagher moved, seconded by Karen Chauvin to accept the Secretary's report of February 11, 2020. Motion carried.

Deanna Zeringue presented the **Engagement Letter** from Bourgeois Bennett, CPA's, for the 990 Tax Return.

Karen Chauvin moved, seconded by Dr. Ruthanne Gallagher, to authorize Mary L. Bisland, to sign the Engagement Letter.

Mike Allemand presented a **Capital Budget amendment** of \$147,000.00 that is recommended by the Building and Sites Committee, to do a list of maintenance and repairs, to TARC's buildings.

Dr. Ruthanne Gallagher moved, seconded by Karen Chauvin, to accept the Capital Budget amendment of \$147,000.00. Motion carried.

Deanna Zeringue updated the Board on Flood Insurance we currently have on TARC's property.

President's Report: Board Development-Larry Pete presented a list of definitions from Robert's Rules of Order and the Open Meetings Laws.

Beginning in March 2020, the **Board meeting assessments** will be updated.

The Board of Directors will develop a **Disaster Recovery Plan Policy**, by April 2020, designed to recover from disasters that may cause a major outage.

The Board of Directors, was given an updated orientation manual from Terrebonne Parish Consolidated Government, to review.

The **Executive Directors evaluation** is due by February 18, 2020.

An **Executive Committee meeting** is scheduled for March 5, 2020 at 7:30 a.m., to review the Executive Directors evaluation.

The **General Membership meeting** is scheduled for March 26, 2020 at 6:30 p.m.

Executive Directors Report- Directors present reported on their Departments.

Committee Reports:

Mike Allemand presented the **Finance Committee report** of February 11, 2020.

Karen Chauvin moved, seconded by Della Hotard, to accept the Finance Committee report of February 11, 2020. Motion carried.

Lindsay Ocker presented the **Client Representative Report** of February 11, 2020.

Karen Chauvin moved, seconded by Della Hotard, to accept the Client Representative Report of February 11, 2020. Motion carried.

Dr. Ruthanne Gallagher moved, seconded by Della Hotard, to **adjourn**. Motion carried. The meeting adjourned at 7:27 p.m.

Respectfully Submitted,

Della Hotard, Secretary

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

Approved: Larry Pete, President