

**NBPDA
Meeting Minutes
11/14/2018 6:30pm
102 CBD Mall Dr. #3**

Called to Order @ 6:33pm

Roll Call confirmed the presence of Acting President Dan Smith, Secretary Treasurer Adam Schaeffer, Executive Director Robyn Legun, Legal Council Teunis Wyers, Ex-Officio Board Member Mayor Brian Sabo, Proposed Board Member Tam Kupetz, her spouse Dave Kupetz, Fern Armstrong and Eric Kackley.

Agenda changes were not put forth.

Opening Board Comments were not offered.

Director's Report stated that her items would be covered in the agenda except for the fact that the Admin Assistant had been inexplicably absent from work lately her return was uncertain. It was agreed that the duties of that position would be spread among the members of the Board and the Executive Director temporarily so that those payroll monies could be used elsewhere.

Old Business tabled again the **420 Evergreen Lease** discussion because a negotiation document from the landlord had not been received.

The proposed **2019 Budget** was reviewed line by line and discussed at length as part of the final public hearing on the resolution which the Board then approved unanimously as a working document.

New Business included a **Consent Agenda** of product invoices and Payroll for July, August and September 2018. Pres. Smith reported that the minutes from the Board's last meeting in October had not been developed and would be included in the next consent agenda.

Payroll Discussion was about the need to commission an outside payroll service as that had been one of the Admin Assistant's tasks. The approximate costs and some options were discussed and the Board instructed the Executive Director to locate a payroll service as soon as practical.

The new **Accounting Contract** could not be voted on as it had not yet been received from the accountant's office.

Board Member applicant Tam Kupetz was introduced to the Board and the Mayor who said he would put her on his next council meeting's agenda.

Next meeting date was set for 12/12/2018 @ 6:30pm

Public Comment was offered by Mayor Sabo with some good advice about the employee benefits entry on the budget and Ms. Legun explained her logic.

Eric Kackley asked the Board to remember his early sacrifices in securing the building when considering his upcoming negotiations.

Closing Board Comments were not offered.