

# South Lane Wheels

Meeting called to order on 27th October 2011 at: 12:13 pm

In Attendance: Joe Raade, Russ Owens, James Burke, George Potter, Suzanne Huebner.

Executive Director : Ruth Linoz

Liaison for the City of Cottage Grove: Howard Schesser

Approval of Minutes: James Burke moved to accept the minutes of last meeting as written, Russ seconded and all approved.

Finance Committee report: A general discussion of SLW's balance sheet was had. James suggested that the finance reports be included in the board packet to be reviewed in advance of the board meetings.

Fundraising Committee report: Russ agreed to chase down the Safeway grant program to free up Ruth's time.

Executive Director report: Ruth reported that the trip checks that drivers perform on vehicles prior to driving them must be kept for a longer period of time than previously thought. This presents a physical storage problem. Research is being done to record this information electronically to save both time and storage. A side benefit of this would be to reduce radio talk time.

Update on staffing: The current bookkeeper was let go last week. The intention is to find a person for Operations Manager and possibly contract bookkeeping.

A discussion of the requirements of a bookkeeper was had and contracted *offsite* bookkeeping was ruled out as impractical.

A new bus has been placed in service!

Bus #28 requires about \$2000 in repairs to lift and will not be repaired as this bus will be replaced soon. It can still be used for ambulatory riders.

The roofing project is complete and Ruth presented the cost analysis to the board. Thank you cards and letters will be sent to contributors to the project.

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Ruth presented changes to vacation and sick leave policy and some suggestions were made for minor corrections. Russ moved to accept the changes to the vacation and sick leave policy with corrections, George seconded and all approved. Policy will be implemented October 29<sup>th</sup>, 2011.

Next board meeting November 22<sup>nd</sup>.

Adjourned at: 1:28 pm