Chautauqua Board Meeting |MINUTES

Meeting date | time 12/13/2016 12:00 PM | Meeting location Front Meeting Room

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| Meeting called by | Dr. E. Jack |
| Type of meeting | Monthly Board Meeting |
| Facilitator | Cynthia McCauley |
| Note taker | Cynthia McCauley |
| Timekeeper | Cynthia McCauley |

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| AttendeesDr. E. Jack, Pam Cramer, Leroy Ellis, Cynthia McCauley, Denise Phillips, Mary Sittman, Jimmy Barr, Kathy Barr, Steve Bornhoft, Eric Bellamy |

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# Agenda topics

Time allotted | 5 min. | Agenda topic Approve Board Minutes from October | Presenter Dr. Jack

Discussion: Minutes were reviewed and no corrections were made. Mr. Ellis motions to approve minutes. Ms. Sittman seconds.

Conclusion: Motion carries.

Time allotted | 10 min. | Agenda topic October Financial Report | Presenter Cynthia McCauley

Discussion: Ms. Sittman motions to approve financial documents as presented. Dr. Jack seconds.

Conclusion: Motion carries.

Time allotted | 15 min. | Agenda topic Grants | Presenter Cynthia McCauley

Discussion: The board discussed the school’s application for the 5310 Transportation Grant. This program (49 U.S.C. 5310) provides formula funding to states for the purpose of assisting private nonprofit groups in meeting the transportation needs of older adults and people with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs. Funds are apportioned based on each state’s share of the population for these two groups. The school will use the funds to help support an international certificate program. Ms. McCauley motions for the board to give Dr. Jack the authorization to sign and approve all documents related this grant. Ms. Sittman seconds.

Conclusion: Unanimous vote yes. Motion carries.

Time allotted | 5 min. | Agenda topic Holiday Social | Presenter Cynthia McCauley

Discussion: Ms. McCauley encouraged everyone in attendance to enjoy the festivities on campus.

Conclusion N/A

Time allotted | N/A | Agenda topic Closing | Presenter Dr. Jack

Discussion: Motion to close by Dr. Jack. Seconded by Ms. Cramer.

Conclusion: Motion carries. Meeting ending time: 12:35 PM