

**WRIPAC BUSINESS MEETING MINUTES
(City of Santa Rosa)
September 17, 2010**

Karen Coffee presented Holly Nguyen (president) with a gavel. Special thank you and welcome for Holly.

Holly gave a thank you in response to her new leadership role.

I. Meeting is called to order – Determination of Quorum (No)

II. Reports:

Lisa Jenkins: Welcomed new members and they received the job analysis training book. Lisa will get the monographs for the new members.

Karen Coffee: Suggested that members be allowed to phone in to attend the business meeting to avoid being dropped.

Gigi Gillings: Test agreements due at the beginning of 2011. Update contact information.

Florence Pattison: Currently has not been added to the B of A account. Must have the Article of Association and a letter from the IRS to open the account. Maybe open an account with CitiBank. Currently 5 years behind in finance audits. Next meeting will talk to Rebecca regarding the information needed for the audit. Writing SOP (Standard Operating Procedures) on how to conduct the audit. Anna Montoya will be the new chair person for the new members committee.

SOP's

Finance Officer

President (send Holly draft's of the SOP's)

III. Old Business:

PA System: Erin to donate it to a school, etc as a charitable contribution.

IV. New Business:

Announce the upcoming dates for the meetings and trainings.

Talk to Marianne about the training to go along with the upcoming meetings.

Next meeting scheduled for January, 2011 in Carlsbad, Calif.

V. Adjournment: 12pm