

**MUNIPRO, INC.**  
**GOVERNANCE COMMITTEE**  
**MEETING MINUTES**  
**December 13, 2012**

**Members Present:** Ralph DeStephano; Jeff McCann; R. DiRaddo

**1. Call to order**

The meeting was called to order at 10:23 A.M. by R. DiRaddo

**2. Approval of Previous Meeting Minutes**

Ray DiRaddo made a motion to approve the minutes from the September 13, 2012 meeting;

<b>Motion:</b>	<b>R. DiRaddo</b>	<b>Second:</b>	<b>J. McCann</b>
<b>Ayes</b>	<b>3</b>	<b>Nays</b>	<b>0</b>
			<b>Motion carried.</b>

**3. Policy Review and Adoption**

- i. The Committee has previously reviewed all the current policies. R. DiRaddo asked if there had been any issues with the policies during the course of the past year, or anything that was noted that needed updating. The committee looked at all the policies in light of what has transpired over the past year to see if there was room for improvement. R. DiRaddo made a motion to recommend to the full board that they readopt the following policies for 2013

- a. Internal Controls and Financial Accountability
- b. Investment Policy
- c. Non-Collusion Certification
- d. Travel Policy
- e. Whistleblower Policy
- f. Responsibilities of Members and Officers
- g. Tracking Inventory and Disposal of Assets
- h. Purchasing Policy
- i. Code of Ethics

<b>Motion:</b>	<b>R. DiRaddo</b>	<b>Second:</b>	<b>J. McCann</b>
<b>Ayes</b>	<b>3</b>	<b>Nays</b>	<b>0</b>
			<b>Motion carried.</b>

**5. Adjournment**

There being no further business before this committee, Ralph a made a motion to adjourn the committee.

**Motion: R. DeStephano**

**Ayes 3**

**Second: R. DiRaddo**

**Nays 0 Motion carried.**

The meeting was adjourned at 10:26 A.M.