

APPROVED

MUNIPRO, INC.

BOARD OF DIRECTORS MEETING

FEBRUARY 24, 2016

SUMMARY OF MINUTES

MEMBERS PRESENT: Michelle Marini, Kirk Morris, Kathy Taylor

OTHERS PRESENT: Brian Marianetti, Paul Holahan, John Dedes

1- Call to Order

Meeting called to order at 9:03 A.M. by Michelle Marini

2- Approval of Previous Minutes – August 24th, 2015

MOVED by Ms. Taylor **SECOND** by Mr. Morris

ADOPTED: 3-0 **MOTION CARRIED.**

3- Appointing John Dedes to the Position of Contract Officer

MOVED by Ms. Taylor **SECOND** by Mr. Morris

ADOPTED: 3-0 **MOTION CARRIED.**

4- Designation of the Greece Post, Daily Record and the Rochester Business Journal as Official Publications for Legal Notices

MOVED by Ms. Taylor **SECOND** by Mr. Morris

ADOPTED: 3-0 **MOTION CARRIED.**

APPROVED

5- Reapprove Bank Account Signatures

MOVED by Mr. Morris **SECOND** by Ms. Taylor

ADOPTED: 3-0 **MOTION CARRIED.**

6- Readopt the Following:

- **Mission Statement and Performance Measures**
- **Investment Policy**
- **By-Laws**
- **Code of Ethics**
- **Whistleblower Policy**
- **Board Members and Officers Responsibilities**
- **Internal Controls and Financial Accountability**
- **Travel Policy**
- **Purchasing Policy**
- **Policy for Tracking Inventory and Disposal of Assets**

MOVED by Ms. Taylor **SECOND** by Mr. Morris

ADOPTED: 3-0 **MOTION CARRIED.**

7- Reaffirm Authorization for MUNIPRO to Utilize Harris Beach for Legal Services.

MOVED by Ms. Taylor **SECOND** by Mr. Morris

ADOPTED: 3-0 **MOTION CARRIED.**

8- Authorizing an Agreement with Bonadio and Co. LLP for Audit Services for the Year Ending 12/31/2015 an Amount not to Exceed \$8,000

MOVED by Ms. Taylor **SECOND** by Mr. Morris

ADOPTED: 3-0 **MOTION CARRIED.**

9- Approval of Revised Purchase and Sale Agreement for Property at 3224-3226 Latta Road

MOVED by Mr. Morris **SECOND** by Ms. Taylor

ADOPTED: 3-0 **MOTION CARRIED.**

APPROVED

10- Authorizing a Bid for Light Pole Repair/Replacement at Paddy Creek Circle to the Lowest Bidder

MOVED by Ms. Taylor SECOND by Mr. Morris

ADOPTED: 3-0 MOTION CARRIED.

11- Authorizing a Bid for Clean-Up and Removal of a Structure on MUNIPRO Property

MOVED by Ms. Taylor SECOND by Mr. Morris

ADOPTED: 3-0 MOTION CARRIED.

Recess for Committees

12- Finance and Audit Committee

The Committee Provided Reports to the Board

13- Governance Committee

The Committee had no Report

Reconvene Board Meeting

14- Meeting Schedule for the MUNIPRO Board of Directors

The Board discussed a list of dates for future meetings.

- Thursday, March 24, 2016
- Thursday, June 23, 2016
- Thursday, September 22, 2016
- Thursday, December 15, 2016

15- Motion to Adjourn

MOVED by Ms. Morris SECOND by Ms. Taylor

ADOPTED: 3-0 MOTION CARRIED.

The meeting Adjourned at 9:39 A.M.

The Next Scheduled Meeting is set for Thursday March 24th, 2016.