

SCPD "Let's Compute" Computer Club

Executive Session Board Meeting of March 16, 2006

The Board met in Executive session at 8:30 a.m. on March 16 in the Green Room of the Mountain Vista Clubhouse. Board members present were; Lyn Morse, Jack Drill, Barbara Kay, Kent McDonald, Shelia Harbet, Bill Crowley and Jan Grenert. The meeting was convened to discuss the events that occurred during the process of purchasing the new computers from PC Club and to establish guidelines for future major purchases.

Background: The 16 computers approved for purchase by the Board were ordered from the PC Club in the name of one of the members of the committee appointed to make recommendations on the purchase of new computers. A partial payment of \$15,000.00 accompanied the placing of the order. A check for the balance of \$15,594.56 was accepted by PC Club, but they would not release the PCs until the check was approved by their check clearing service, which could take up to a week. The following steps were taken: Lyn contacted the PC Club head office and the machines were released. The account name was changed to Let's Compute Computer Club and member's name was removed.

Guidelines for future capital equipment purchases approved by the Board are as follows:

- Let's Compute Computer Club shall be named as the purchaser of all equipment and major purchases of software.
- A board member must be present at the time of major purchases.
- Payment of said purchases should be made with the club's debit card, which can be used, for a high dollar purchase when prior clearance is made with the bank.
- Another payment option would be a cashier's check.

Respectfully submitted,
Jan Grenert
Secretary