

AGENDA

ATTENDEES: Greg Hendel, Patrick Shanley, Chris Coppola, Tina Christensen, Kelly Bergesen, Lynda Hanley, Angela Kuhlmeier, Karen Bell, Jackie Alaimo

USS CARES – October 3, 2012

- 501C3 Tax Exempt Status – Treasurer reported it was approved by IRS – Communication to go out that we will issue receipts.
- NYS Filings – In the works
- Corporate By Laws Review – Agenda being posted prior to meetings, Description of BOD, post financial statements quarterly
 - o Annual Meeting Schedules - Bi-monthly
 - o Elections – Resolved, every 2 years, Any USS employee eligible to vote and run for office for BOD, 2 yr. duration, elections, June 1, 2013
 - o Regular Meeting Schedules – Bi-monthly
 - o Set BOD Minutes Section on Website - Resolved
- Committee Minutes Procedures
 - o Schedule Meetings – Resolved , Bi-monthly
 - o Preliminary Agenda – Post on website
 - o Post Minutes – Format word document send to Kelly for posting
 - o Set up sub-section on website - Resolved
 - o Not to be held on Company time – Resolved, meetings to take place at lunch or after hours
- June 30th Financial Statement Review
 - o Set up website posting - Resolved
 - o Any other Business – Greg spoke to Louis Albertelli about digital signage in the Breakroom.