

Houston Area League of PC Users  
Board of Directors

Agenda for Special Board Meeting to be held,  
Wednesday, November 12, 2008 at HAL-PC headquarters.

I. Call to Order at 7:00 PM

II. New Business

Annette Story brings the following before the assembly;

MOTION 1:

WHEREAS, The Board of Directors recognizes that the operation of the HAL-PC business office is crucial to the existence of HAL-PC;

WHEREAS, All HAL-PC business office tasks, including financial data maintenance and financial reporting, need to be identified and documented in detail; and

WHEREAS, The Board needs to select its Representative to work with the Office Manager in the identification and documenting of all tasks;

RESOLVED, That the Board selects Mary Ann Mitscherling as its Representative to work with the Office Manager; and

RESOLVED, That the Office Manager will identify and communicate to the Board's Representative detailed procedures necessary to perform all office tasks, including financial data maintenance and financial reporting.

MOTION 2:

WHEREAS, The Board of Directors recognizes the large amount of work that HAL-PC office personnel are required to do to keep HAL-PC running;

WHEREAS, The office staff is currently composed only of the Office Manager and 1 part-time volunteer;

WHEREAS, Additional personnel are needed to help perform required tasks in

the HAL-PC Business Office;

RESOLVED, That the Board identify and assign volunteers that will work doing the needed tasks required to keep HAL-PC operating.

MOTION 3:

WHEREAS, The HAL-PC Bylaws Article III. E. 7. provides that the Treasurer shall be responsible for maintaining accurate financial records of HAL-PC and furnish a monthly financial report of HAL-PC to the Board;

WHEREAS, The Treasurer is dependent on HAL-PC's office staff to perform the duties required under the bylaws; and

WHEREAS, The financial records of HAL-PC, the annual federal tax reports, and the monthly financial reports are not current;

RESOLVED, That all HAL-PC employees, volunteers, and officers provide to the Treasurer in a timely manner all information deemed necessary by the Treasurer to maintain financial records, prepare annual federal tax reports, and prepare monthly financial reports.

III. Adjourn

Wesley Leggett  
HAL-PC Recording Secretary