



MILL CREEK ENCORE ALLIANCE

SUITE 10-111, 2700 BRASELTON HIGHWAY

DACULA, GEORGIA 30019

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MCEA Board Meeting Minutes

DATE: Tuesday, December 7, 2018

TIME: 6:30pm – 6:45pm

LOCATION: Theatre Lobby

AGENDA: Change of ByLaws

PRESENT: Andria Lochtenbergh, Angelica Whitbeck, Cynthia Clark, Deana Darby, Beth Boston, Nate Boston, Derik Lochtenbergh, Lori Kemmer, Steve Gold

NEW BUSINESS:

Meeting Call to Order

Reading of the Old by-law (pg. 9, clause 7.7) – concerning out of pocket expenses:

7.7. Out of Pocket Expenses. Only Officers, as listed in Article V (Officers) of these Bylaws have the authority to purchase items "out-of-pocket" and obtain reimbursement for the expenditure. This expenditure shall not be made without prior approval by the Executive Board. This option should be reserved for emergency expenditures only at times when a written check request to the Treasurer is not available prior to the need for the purchase. General membership will not be reimbursed for prior out-of-pocket expenditures.

Reading of the Proposed new clause

7.7 Out of Pocket Expenses. Officers, as listed in Article V (Officers) of these Bylaws, and Members, as listed in Article III (Members), have the authority to purchase items "out-of-pocket" and obtain reimbursement for the following expenditures:

- a. Officers have the authority to purchase all necessary items and obtain reimbursement.
- b. At the discretion of the Treasurer, Members may have the authority to purchase necessary items for expenditures less than \$200 per request. Officers must authorize Members to purchase items in excess of \$200 on a "case-by-case" basis and will be reimbursed for said purchases.

Expense Reimbursement Request Forms can be obtained from the Treasurer. All receipts for expenses must be attached to the form. Said form and receipts must be submitted to the Treasurer.

The vote was unanimous in favor of proposed new clause

Meeting adjourned