

CIVIC CENTER MONROE COUNTY
BOARD OF DIRECTORS ANNUAL MEETING
AGENDA
March 29, 2012

1. Call to Order
2. Publication of Meeting
3. Approval of Previous Meeting Minutes
4. Public Comment Period
5. Election of Officers
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
6. Committee Appointments
 - a. Governance
 - b. Audit
 - c. Finance
7. Designation of Official Publication

Rochester Business Journal and/or The Daily Record
8. Recess for Committee Meetings
9. Reconvene
10. Report from Management
 - a. Garage Revenue
 - b. Repairs
 - c. HSBC (First Niagara)
11. Report from Counsel

12. Audit Committee Report

- a. 2011 Audit
- b. Re-Adoption of Policies and Procedures
 - Business and Travel Expense Policy
 - Credit Card Policy

13. Finance Committee Report

Budget and Financial Report

14. Governance Committee Report

- a. Annual Disclosure Statements
- b. Board Training
- c. Acknowledgement of Fiduciary Responsibility
- d. Annual Report
 - Board Self Evaluation
 - Mission Statement
 - Operations and Accomplishments
 - Performance Measures Report
 - Audited Financial Report
 - Financial Plan (Budget)
 - Procurement Report
 - Effectiveness of Internal Controls
- e. Investment Report
- f. Property Report
- g. Re-Adoption of Policies and Procedures
 - Business and Travel Expense Policy
 - Credit Card Policy
 - Code of Ethics
 - Freedom of Information
 - Internal Controls and Financial Accountability
 - Investment Policy
 - Non Collusion
 - Policy for Tracking Inventory and Disposal of Assets
 - Public Comment Period
 - Purchasing Policy
 - Responsibilities of Members and Officers
 - Whistleblower Policy

h. Designations

- Contracting Officer
- Check signing
- Contracts and amendments
- Record Access Officer
- Invoice Approvals

15. Contracts – D & O Insurance

16. Meeting Dates – 2012

Board Meetings have been scheduled for the following dates in 2012.
Each will include Governance, Finance, and Audit Committee Meetings.

July 12, 2012	- 9:30 A.M. (NOTE NEW DATE)
October 18, 2012	- 9:30 A.M.

17. Other Business

18. Adjournment