

CIVIC CENTER MONROE COUNTY
BOARD OF DIRECTORS ANNUAL MEETING
AGENDA
March 30, 2011

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
11. Report from Counsel
12. Audit Committee Report – 2010 Audit
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
- 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

1. Code of Ethics
2. Freedom of Information
3. Internal Controls and Financial Accountability
4. Investment Policy
5. Policy for Tracking Inventory and Disposal of Assets
6. Public Comment Period
7. Purchasing Policy
8. Responsibilities of Members and Officers
9. Whistleblower Policy

h. Amended and New Policies

1. Business and Travel Expense Policy
2. Credit Card Policy

i. Designations

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

j. Amended By Laws

15. Contracts

16. Meeting Dates – 2011

Board Meetings have been scheduled for the following dates in 2011.
Each will include Governance, Finance, and Audit Committee Meetings.

July 14, 2011	- 9:30 A.M.
October 20, 2011	- 9:30 A.M.

17. Other Business

18. Adjournment