



Special Meeting of
BOARD OF DIRECTORS
 13378 Poway Rd.
January 12, 2017
 AGENDA and MINUTES

<p style="text-align: center;"> Board of Directors Special Meeting 3:00 to 3:30 p.m. </p>	<p style="margin-left: 20px;"> I. QUORUM CALL /CALL TO ORDER II. GENERAL ORDERS <ul style="list-style-type: none"> • First Read – Budget increase: Increase hours of PSEA Office Assistant from four to eight per day. Total increase to Budget: \$10,000 III. DISCUSSION ITEM <ul style="list-style-type: none"> • Review Bid from Transparent VoIP for phone service and equipment IV. ADJOURNMENT </p>
<p>MINUTES</p> <p>I. The Meeting was called to order at 3:02 p.m. A quorum was established. In attendance were Linda Farmer, Susan Hartman, Kimberley Carroll, Nancy Brundrett, Marcelle Ouellet, Lynnette Turner, Eileen LaLone, and Vice President-elect Courtney Martin (non-voting).</p> <p>II. GENERAL ORDERS</p> <ul style="list-style-type: none"> • First Read – Budget increase: Increase hours of PSEA Office Assistant from four to eight per day. Total increase to Budget: \$10,000. <p style="margin-left: 20px;"> This item was a first read, and open for discussion only. The need to increase the hours of the PSEA Office Assistant from four per day to eight per day stems primarily from the increase in work load. Employee issues have increased significantly since the certification of Unit II into our Association. In addition to the daily duties that were established at the time of hiring an Office Assistant, more duties have been taken from the plate of the President, Treasurer and Professional Learning Coordinator and assigned to the Office Assistant. This enables the President and Treasurer to perform a higher level functions of employee representation and business operations. The budget has been reviewed and the impact to the annual budget will increase the Payroll by no more than \$10,000. The budget is healthy and can sustain this increase for the future. No action taken. </p> <p>III. DISCUSSION ITEM</p> <ul style="list-style-type: none"> • Review Bid from Transparent VoIP for phone service and equipment. <p style="margin-left: 20px;"> This item was for discussion only. A bid for VoIP (Voice over Internet Protocol) phone services was obtained from our technology support provider, Transparent VoIP. To change phone service will cost \$125 per month for four lines and one fax line; the equipment will cost a one time charge of \$1,016.28 for drop installation, 4 handsets plus warranty, fax adapter, and 4 port POE. Directive to add to 1/23/17 meeting agenda. </p> <p>IV. ADJOURNMENT – at 3:17 p.m.</p>	