



**Administrative Services - Area Council
December 18, 2012**

PRESENT:

√ Arlene Bautista	Michael Clifford	Ryan Elliott	√ Kathy Valot
Luis Bonilla	Teresa Coulter	√ Jo Ann Higdon	Valerie Wagner
Francis Baylen	Mike Dalton	Patrick Papetti	Lisa Webb
Dan Cahill	√ Sophie Dao		

- * Approval of August 28th and October 30th minutes.

- * Jo Ann Higdon

1. President Fallo's retirement was accepted by the Board effective June 30, 2013.
2. There will be a special Board meeting on January 7 to discuss which search firm to use.
3. The Board would like to have the new President in place by July 1, 2013.

Division report:

- * Arlene Bautista

1. Staff uses Van 80, is this van going to be replaced. (Jo Ann said that four new vans have made it to the short list).

- * Kathy Valot

1. Getting the tax records for 1099 and W-9's done.
2. As of January 1st, any wood products will have an extra 1% tax added.
3. Rocky is very busy, since Valerie is out for a couple of weeks.

- * Sophie Dao

1. December 7th was the last day to pay for classes. There was a steady stream of students that came to pay. Cahiers office is open Monday through Friday from 8am to 6pm and on Fridays open from 8am to Noon.

Meeting adjourned at 9:00 a.m.