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PACC Meeting Minutes
August 20, 2013
Brooks House

Members Present: Lance May, Fred Crellin, Rhonda Lisio
Also Present: JoMcLaughlin, John Henshaw, John Dextraze
Call to Order: 7:04pm

Secretary's Report: The minutes for July 16th were read and approved as amended.

Public Comments: Lance introduced and welcomed John Henshaw as a liaison from the FinCom.

There was a discussion of the School Committee meeting that PACC failed to cover, as well as a problem of the timeliness of Eagle House Announcements. It was also pointed out that there is a need for other departments to give us dates for needed coverage as early as possible.

Old Business:

- Studio And Equipment Update:
 - Pricing for PCs -- Jo reported on the price of Dell PCs (\$1,024 for two)
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 - **A motion was made and was passed to purchase two compatible desk top PCs for an amount not to exceed \$1,200.**
 - FY14 Budget
 - **A motion was made and passed to add \$1200 to the Advertising line item (bringing it to \$3,000) and to reduce the line item for Equipment Maintenance and Supplies by \$1,200 (bringing that line item to \$8,800).**
 - **A motion was made and passed to raise the line item budget for Purchase of Services/Video by \$3,000 (bringing it to \$15,000).**
 - **A motion was made and passed to accept the FY14 budget as recommended (with the above mentioned changes).**
 - **A motion was made and passed to pay the purchase orders presented from the line items voted on in the FY14 budget.**
 - Proposal for Underwriting – Jo presented a potential underwriting program (see her July/August Progress Report). It was discussed favorably, but no final action was taken.

- Job Description/Evaluation Instrument – Fred presented an evaluation instrument tied to the job description of the PACC Administrative Coordinator. There was a brief discussion of the instrument and its rationale. The instrument and process will be discussed further at our next meeting. Also on the agenda will be a follow-up discussion of the budget, including projected costs for equipment.

New Business

Lance reminded us on the upcoming Homecoming Game (Oct. 26th). There was a brief discussion about what we need to do or acquire (scissorlift, U-Haul truck, etc.). Further discussion will take place at the September Meeting.

The meeting was adjourned at 9:33 pm. The next meeting is scheduled for September 17th at the Brooks House.